

POSITION DESCRIPTION
Instructional Staff/Faculty

Position Title: [Spanish Instructor/Full-time](#)

Organizational Unit:
Academic Services

Reports to:
Vice President for Academic Services

Revision Date:
January 2019

I. Narrative General Description

Instructional staff/faculty of Coffeyville Community College are responsible to the Vice President for Academic Services for instructional and personnel matters and to fulfill the requirements as outlined in the Memorandum of Agreement.

II. Functional Responsibilities

- A. Teach courses as assigned by the Vice President for Academic Services
- B. Coordinate Spanish curriculum
- C. Revise and update course materials and content to keep all courses current
- D. Provide a syllabus for each course taught and turn in two copies of each syllabus to the Vice President for Academic Services Office each semester as outlined in the Memorandum of Agreement
- E. Develop new courses as assigned by the Vice President for Academic Services
- F. Participate in the development and implementation of the institution assessment plan as required for North Central Accreditation
- G. Serve on college committees as appointed and attend division meetings
- H. Advise students according to established procedures
- I. Assist in enrollment/pre-enrollment activities as assigned
- J. Develop and administer instructional budget maintaining expenditures within budget parameters
- K. Maintain an annual inventory of all equipment and supplies in the individual program area
- L. Work with recruiting personnel to recruit students and make personal contacts with students who inquire about the college and individual programs
- M. Attend College functions/activities
- N. Actively participate in community activities
- O. Attend and participate in commencement exercises in academic regalia
- P. Perform other teaching duties as assigned by the Vice President for Academic Services
- Q. Perform duties as outlined in the Memorandum of Agreement
- R. Actively participate in community activities
- S. Attend and participate in commencement exercises in academic regalia
- T. Establish and support the Hispanic Organization

- U. Perform other duties as assigned by the Vice President for Academic Services
- V. Meet attendance expectation as required for the position which may include a willingness to work unusual hours including evenings and weekends as needed

III. Supervises the Following Staff

Work study staff

IV. Required Knowledge, Skills, and Personal Qualifications

- A. Proven teaching ability
- B. Excellent communication skills both oral and written
- C. An understanding of the mission and role of the comprehensive community college
- D. Ability to stimulate motivation, confidence, and enthusiasm in students
- E. Interest in student activities that occur outside the classroom and a willingness to participate in and attend college functions
- F. Ability to initiate and direct grant activities relating to the individual program area
- G. Comprehensive knowledge of the Spanish language
- H. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment

V. Required Experience

- A. A minimum of three years teaching experience, preferably in a community college
- B. Experience in the development and implementation of new courses, programs and workshops and/or teaching experience with adults
- C. Experience teaching distance education preferred

VI. Required Educational Background

A Master's Degree in the field (Spanish) or hold a master's degree with 18 graduate hours within the discipline (Spanish) is required from a regionally accredited institution of higher learning recognized by the U.S. Department of Education.