

# CLOUD COUNTY COMMUNITY COLLEGE

## Part-Time Instructor Job Description

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**Position Title:** Part-Time Instructor

**Reports To:** Department Chair

**Type of Contract:** Part-Time Professional Employee

**Date of Position Description:** January 2021

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### GENERAL NARRATIVE DESCRIPTION OF THE POSITION:

The Part-Time Instructor will be responsible for teaching courses within their area of expertise. A master's degree is required. Additionally it is preferable that the candidate has college teaching experience.

### RESPONSIBILITIES:

The Part-Time Instructor will:

- ❖ teach courses within their area of expertise;
- ❖ work with the division and department in the development of assessment and competencies for courses in the department and division;
- ❖ work with the division and department in the program review process;
- ❖ work with the division and department in the student outcome assessment process;
- ❖ work with the division and department on follow-up of graduates;
- ❖ teach according to established syllabi for all courses taught following the format prescribed by the State of Kansas;
- ❖ provide information to the Academic Affairs' office for federal, state, and internal reports;
- ❖ provide grades to the college in a timely manner;
- ❖ incorporate technology into the curriculum as needed;
- ❖ emphasize working in the global society within the curriculum;

- ❖ have the ability to work with diverse populations; and
- ❖ perform other duties as assigned by the Vice-President for Academic Affairs, the division dean, or the department chair.