

CLOUD COUNTY COMMUNITY COLLEGE
PROFESSIONAL EMPLOYEE JOB DESCRIPTION

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Position Title: Instructor in Renewable Energy

Reports To: Dean, Division of Science, Math and Technical Programs

Type of Contract: Professional Employee (Faculty)

Length of Contract: 9 month, academic year

Date of Position Description: May 2019

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GENERAL NARRATIVE DESCRIPTION OF THE POSITION

The Instructor in Renewable Energy will be responsible for teaching courses within the Renewable Energy Department. These may include Introduction to Wind Energy, Introduction to Solar Energy, Introduction to sUAS, Airfoils and Composite Repair, Mechanical Systems, Hydraulics, Electrical Theory, Electronics, Motors and Generators, Substations and Voltage Regulation, Field Training and Project Operations, Networking and Computer Technology, and other wind, blade repair, solar, drone, and substation courses. A bachelor's degree is required with a master's degree preferred. An exception to the bachelor's requirement may be made if the candidate has an associate degree and substantial industry experience. It is preferable that the candidate has teaching experience at the college/technical school level and the ability to develop and teach distance courses in an online format.

The administration retains the right to change the responsibilities at any time.

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RESPONSIBILITIES

The Renewable Energy Instructor will:

1. discharge effectively and efficiently the duties and responsibilities as defined in the Master Contract;
2. teach courses within the Renewable Energy Department including wind, blade repair, solar, drone, and substation courses;
3. work with the division and department in the development of assessment and outcomes for courses in the department and division;
4. work with the division and department in the development and approval of technical certificates, Associate of Applied Science programs, and transfer programs;

5. work with the division and department in the program review process;
6. work with the division and department in the student outcome assessment process;
7. work with the division and department on follow-up of graduates;
8. participate in division, department, and faculty activities including working with advisory committees for AAS programs;
9. prepare syllabi for all courses taught following the format prescribed by the State of Kansas and have those syllabi on file in the Vice President for Academic Affairs' office;
10. work with the Perkins programs including the development of articulation agreements with high schools;
11. work with the division dean and department chair on the preparation of the class schedule each semester;
12. provide information to the Academic Affairs' office for federal, state, and internal reports;
13. work with the division dean and department chair on the preparation of the budget and correctly prepare purchase requisitions;
14. assist in the development of promotional materials for the renewable energy program and the division, and assist in the recruitment of students;
15. incorporate technology into the curriculum;
16. assist in the development and delivery of online courses in the renewable energy program;
17. teach classes as needed in the evening, on the Concordia Campus, on the Geary County Campus, outreach sites, web-conferencing, online and in shortened or flexible formats;
18. be able to assist with climbing a 100 foot wind turbine and help maintain and operate a wind turbine;
19. work with business and industry to develop relationships and support for the renewable energy program;
20. emphasize working in the global society within the curriculum;
21. work with other disciplines to develop interdisciplinary programs;

22. attend workshops and seminars, if necessary (valid driver's license required and overnight travel may be required);
23. assist in delivering educational programs and other services to companies and organizations;
24. attend and participate in commencement exercises in academic attire; and
25. perform other duties as assigned by the Vice President for Academic Affairs or the Division Dean.

Cloud County Community College offers a complete benefits package to all full-time faculty including:

- Health care coverage for employees and eligible dependents (up to \$728.36 paid monthly for single coverage by the college toward premium cost)
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid personal leave – 3 days annually
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center