

Colorado Mountain College

Position Description

Title: Instructional Coordinator and Teacher Education Instructor, College-Wide
FLSA Classification: Exempt
Hiring Salary Range: \$54,682.23 - \$60,758.02

Primary Responsibility

The Instructional Coordinator for Teacher Education is a combined role that coordinates and supervises the delivery of the Teacher Education program across the college.

The Teacher Education Program is recognized for its intensive clinical placement opportunities for our students from the very first Education class in their first year, to the year-long placement of the Intern in their 4th year of learning. The Instructional Coordinator and Teacher Education Instructor would be responsible for all stages of the intensive work required to meet the standards of the CMC Teacher Education Program. The primary duties would include all aspects of the coordination of program requirements between all of the partnering K12 school districts and our CMC student teachers. This position will also be expected to teach/supervise students in the field for an equivalent of 9-12 credits per year in the Teacher Education program.

This is a year-round administrative, non-faculty, staff position with teaching responsibilities. The incumbent must be qualified to be credentialed to teach in the Teacher Education program, however, is not assigned a faculty rank.

Pre-requisites for Position (Qualifications Standards)

Ideal qualifications include a minimum of a Master's degree in Education, Curriculum and Instruction, Assessment, or related field; experience in discipline(s) supervised along with two years related experience in administration with demonstrated experience in curriculum development, organizational development, management or instructional systems with at least one year in a supervisory position; and minimum of 2 years teaching experience at the college level. An equivalent/applicable combination of education and experience to perform the duties and responsibilities of the position required.

Demonstrated knowledge of pedagogy, and combined educational program management and teaching experience equating to two years. In lieu of management experience, applicants with five or more years of teaching experience may be considered.

Special Skills or abilities related to position: knowledge of teaching skills, pedagogy, methodology, education technology, strong interpersonal and executive functioning skills including excellent written,

verbal, and listening communication skills, as well as organization, planning, task completion, and self-monitoring skills.

Applicants must demonstrate a commitment to working in a culturally competent environment and the ability to effectively work with students, employees, and community members having diverse backgrounds.

Bilingual or conversational Spanish language abilities preferred.

Essential Duties

Program oversight and administration (65%): Leadership of designated programs along with general administration/oversight of assigned areas and functions

1. Assist in academic program review, evaluation and assessment of program.
2. Supports and supervises the academic operational needs for adjunct and full-time faculty. Includes faculty campus orientation, credentialing, and scheduling workload in accordance with college policy.
3. Coordinates with Program Director, School Deans, Faculty Chairs and Academic Affairs college-wide for academic consistency.
4. Participates in some Instructional Leadership Team meetings (ILT College-wide Committee).
5. Ensures excellence in teaching for full and part-time faculty teaching methodology and technology by keeping current on teaching trends and methods.
6. Supports faculty development activities in conjunction with the Program Director and School Dean.
7. Engages with the Program Director/ School Dean in searching, recruiting and hiring faculty in related areas.
8. Participates with program advisory committees and discipline meetings aligning education-programming oversight scheduling of courses.
9. Provides input and guidance in development of institutional academic policies and procedures
10. Maintains and enforces policies, procedures and academic standards;
11. Responsible for risk management in classroom and at off-site facilities; may coordinate arrangement of and compliance with off-site facility agreements.
12. Coordinates with faculty, campus leadership and the international Programs Committee to facilitate international study abroad activities for students as applicable.
13. Provides data and information required by state, federal, and other accrediting and regulatory agencies; oversees compliance with grant-funded programs; assures campus compliance with external agency requirements.
14. Addresses student issues related to courses within area of responsibility.
15. Collaborates and communicates with on-campus academic and student services to ensure high quality responsiveness for student academic quality.

16. Engages in campus marketing efforts including course schedule production, local advertising, press releases and promotional events.
17. Recruits and trains all K12 Mentor Teachers in all of the CMC school districts. Initiates requests, hiring process, coordinates onboarding procedures in conjunction with designated support staff when applicable.
18. Assists in recruiting and retaining students for assigned educational programs.
19. Schedule students from all EDU classes to into K12 schools with approved Mentor Teachers across all districts.
20. Engage in community engagement and leadership activities for assigned education programming, including advisory board facilitation.
21. Works with local schools districts in regarding programming, and staffing of concurrent enrollment offerings.
22. Reviews enrollment data for programs in conjunction with the Campus and School Dean to make recommendations regarding faculty need.
23. Facilitate student services relative to the program such as admissions and advising for students in designated disciplines.
24. Serves on committees and attends conferences as requested or designated
25. Observes and evaluates Mentor Teachers for effectiveness
26. Collects data and student observation hours for accreditation requirements.
27. Performs other duties as assigned.

Faculty (35%)

This position will be expected to have teaching/field supervision responsibilities consisting of Teacher Education courses at 35% of the regular full-time faculty load of 30 credits (or equivalent of 9-12 credits/year). Teaching responsibilities expected of all faculty include; teaching course load as assigned, evaluate courses and assess student learning, meet established course, program and learning outcomes, comply with guidelines and policies, maintain office hours per established standards, develop rapport with students, assist with and participate in advising, orientation and registration activities.

CMC Faculty are expected to engage in scholarly and creative activities that enhance discipline expertise and enhance learning. Service activities such as campus and college committees, participate in relevant projects, mentor peers, participate in and assist with assessment activities, program review, student organization, advising, recruiting and retention.

Supervision of the Position

This position will report to the Director of Teacher Education in coordination with the appropriate School Dean per normal Academic Affairs structure.

Supervisory Responsibility

This position supervises adjunct faculty and skills assistants and collaborates with appropriate school deans in leading full time faculty. The position may supervise other staff positions and/or student employees.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing duties assigned.

Working Conditions

This position may require exposure to outdoor weather conditions, including inclement weather and other potentially hazardous working conditions in such environments, travel, constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. or more; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally. Driving responsibilities may include high occupancy vehicles and transportation of students.

Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

HR Reference Information:	
Position group and code:	304120 @70 (17-18 DOD w/COL)
Date of review:	12.11.2019

110.66833.82

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.