

## **Colorado Mountain College**

### **Position Description**

Title: Instructional Coordinator and CTE Instructor  
FLSA Classification: Exempt  
Hiring Salary Range: \$78,406.85 - \$87,118.72

#### Primary Responsibility

The Instructional Coordinator and CTE Instructor is a grant funded term position that ends on June 30, 2025, is a combined role that coordinates and supervises the delivery of designated Career and Technical Educational (CTE) programs at the Spring Valley & Aspen / Carbondale Campuses.

Areas of oversight include Prototype labs. Professional Photography, Graphic Design, Digital Media, and Technical Theatre & Event Production. The Aspen Fabrication/Prototype Lab serves both the Art discipline and Graphic Design (CTE), with the potential to add more if there is a professional available to facilitate use of equipment. This position has direct responsibility for campus adjunct faculty and will work in collaboration with School Deans to support processes for full time faculty. This position evaluates adjunct faculty for excellence in teaching and learning methods and assists in discipline related accreditation and full-time faculty evaluation as necessary or applicable in collaboration with School Deans. This position will emphasize quality instruction as well as student access and success.

This position will also be expected to teach 9-12 credits per year in CTE programming.

This is a grant funded term, administrative, non-faculty, staff position with teaching responsibilities. The incumbent must be qualified to be credentialed to teach in the assigned areas, however, is not assigned a faculty rank.

#### Prerequisites for Position – Qualifications

Education and experience sufficient for the rigors of the position. Examples of ideal qualifications may include a minimum of a master's degree; 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.

As the position also includes teaching CTE courses, qualified candidates must be credentialed to teach in this program or eligible to be credentialed. Examples of ideal qualifications for CTE: A minimum of an Bachelor's degree with a minimum of 4,000 hours of industry experience in the discipline. Minimum of one-year teaching experience or equivalent (full-time or accumulated) Both formal and non-formal teaching experience will be considered. 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, budget management, strategic planning, pertinent laws, understanding of state or national licensure /certification requirements for CTE programs, community engagement, policies and procedures, experience with recruitment and supervision of full and/or part time faculty.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

### Essential Duties

*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. Recruits and supervises adjunct faculty and supports and supervises the academic operational needs for full-time faculty. Includes faculty campus orientation, credentialing, and scheduling workload in accordance with college policy.
3. Evaluates faculty for excellence in teaching and learning methods and assists in discipline related faculty evaluation as necessary or applicable.
4. Coordinates with School Deans, Faculty Chairs and Academic Affairs college-wide for academic consistency.
5. Serves as a member of the Instructional Leadership Team (ILT College-wide Committee).
6. Ensures excellence in teaching for full and part-time faculty teaching methodology and technology by keeping current on teaching trends and methods.
7. Supports faculty development activities in conjunction with the Faculty Chair and School Dean.
8. Engages with the School Dean in searching, recruiting, and hiring faculty in related areas.
9. Supports faculty in instructional objectives, securing textbooks and instructional materials and equipment and campus course oversight.
10. Participates with program advisory committees and discipline meetings aligning education-programming oversight scheduling of courses.
11. Provides input and guidance in development of institutional academic policies and procedures
12. Maintains and enforces policies, procedures and academic standards
13. Manages operational budget for instructional development and capital equipment, purchases required materials and supplies; manage labs.
14. 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.
15. Addresses student issues related to courses within area of responsibility.
16. Collaborates and communicates with on-campus academic and student services to ensure high quality responsiveness for student academic quality.
17. Engages in campus marketing efforts including course schedule production, local advertising, press releases and promotional events.
18. Provides leadership and service, supervises staff, including monitoring and approving time sheets as appropriate.
19. Recruits for adjunct positions. Initiates requests, hiring process, coordinates onboarding procedures in conjunction with designated support staff when applicable.
20. Assists in recruiting and retaining students for assigned educational programs.
21. Engage in community engagement and leadership activities for assigned education programming, including advisory board facilitation.

22. Works with local schools districts in regarding programming, and staffing of concurrent enrollment offerings.
23. Reviews enrollment data for programs in conjunction with the Campus and School Dean to make recommendations regarding faculty need.
24. Facilitate student services relative to the program such as admissions and advising for students in designated disciplines.
25. Oversee the functioning and maintenance of equipment in Prototype and Fabrication labs, examples of the equipment include: CNC routers and millers, water jet cutters, laser cutters, laser engravers, 3D printers, vinyl plotters, large format printers, laminators serigraph systems, industrial stitchers, welding equipment, woodworking equipment, etc.
26. Serves on committees and attends conferences as requested or designated, such as Perkins committee and relevant CTE conferences.
27. Performs other duties as assigned.

### *Faculty*

This position will be expected to have teaching responsibilities consisting of CTE courses at 35% of the regular full-time faculty load of 30 credits (or 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 campus Dean, Isaacson School of Communication, Arts & Media and in coordination with the appropriate Academic Affairs staff 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 report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all 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. Add EPA Controlled Chemicals and high voltage/high power tools.

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:	304060/611010
Date of review:	10.31.2022

110.95830.59

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.