

JOB DESCRIPTION



Position Title: Instructor/Program Coordinator of Leadership, Management, and Ops

Division: Academics

Employment Category: Faculty

Primary Location: District-wide
Based on the Sierra Vista Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-Time; 11-months

Pay Grade: Faculty FA11

Position Summary: The Instructor/Program Coordinator of Leadership, Management, and Operations (LMO) is responsible for coordinating the Bachelor of Applied Science (BAS) LMO program, developing and updating course materials, syllabi, and providing instruction to students, including providing oversight of capstone projects, monitoring outcomes assessment, program review, and teaching and learning effectiveness, and assists in advising and retention activities; serves as a professional educator with the responsibility of providing quality instruction for a diverse student population and performing instructional duties and responsibilities in accordance with the philosophy, mission, policies, and procedures of the college.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Coordinates program curriculum, including developing and updating course materials, syllabi, and assessments; develops new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course shells, outlines, textbooks, and course procedure sheets for LMO courses; assists with the preparation of course proposals, curriculum updates, and the construction of degree/certificate programs

Teaches assigned courses in accordance with the college's workload policy; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; participates in academic program review, establishes, maintains and submits accurate student and instructional records in a timely manner

Develops new courses for the BAS Leadership, Management, and Operations program; develops and updates curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, and course procedure sheets; prepares course proposals and curriculum updates

Applies and maintains standards of teaching quality, operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful BAS program; integrates knowledge of industry trends and professional training to continuously improve program quality

Makes recommendations for student standing within the program, recommends dismissal, sanctions, and accommodations as needed

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Collaborates with appropriate stakeholders to ensure program alignment with student and community needs

Participates in course scheduling, department, division, and college meetings; serves on college committees as assigned

Meets regularly with the Dean to provide student and program updates and recommendations; meets with other division deans as needed

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations, and guidelines related to this position.

Education and Experience Requirements:

Master's Degree in Organizational Leadership, Educational Leadership, or related discipline, such as economics, business, management, organizational psychology, political science, or sociology, from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Teaching experience at the college or university level and familiarity with online teaching

Five years of related professional experience within the relevant field; may include industry and/or research experience

Preferred Qualifications:

A terminal degree in Organizational Leadership, Educational Leadership, or a closely related field such as economics, business, management, organizational psychology, political science, or sociology from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Full-time teaching experience at a college or university

Online course development and teaching experience

1-3 years of graduate-level Organizational Leadership (or related courses) teaching experience

Experience in educational leadership positions

Experienced with military and non-military student demographics

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of trends, developments, new technologies affecting the BAS program

Knowledge of curriculum and program development

Knowledge of public relations/marketing practices and methods

Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill in instructing students from diverse cultures and/or backgrounds

Skill in program assessment to evaluate students' needs and progress

Skill in integrating technology into curriculum and other educational services

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

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Ability to work independently while contributing to team environment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed in a standard office environment inside a well-lit, air-conditioned area, most of the time. The noise level in the work environment is usually quiet to moderate. Online instruction, travel, evening and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Dean Business, Career, and Technical Education

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.