

# JOB DESCRIPTION



---

**Position Title:** Instructor Student Success

**Division:** Liberal Arts

**Employment Category:** Faculty

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

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-Time; Academic Year

**Pay Grade:** Faculty

---

**Position Summary:** The Instructor of Student Success is responsible for the instruction of Student Success and related courses district-wide as needed. Passion for helping people achieve personal growth and reach their academic, career and personal potential are absolutely required. Full time faculty members are professional educators with the primary responsibility of providing quality instruction for students 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:

Teaches assigned Student Success courses and maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; utilizes online teaching modality in course structure; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner

Develops new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, and course procedure sheets for Student Success courses; assists with the preparation of course proposals, curriculum updates and the construction of degree/certificate programs as needed

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

Collaborates and communicates with the Student Development Center, the Counseling and Advising Department and college faculty in other academic discipline areas, including developmental education with the goal of continuous improvement and innovation; performs community outreach to spark interest in Cochise College and its academic programs

Participates in Student Success course scheduling, department, division and college meetings; serves on college committees as assigned; serves as a member of the Student Success committee

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 as they relate to this position.

# JOB DESCRIPTION



## **Education and Experience Requirements:**

Master's degree in Counseling, Education or Psychology from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

## **Preferred Qualifications:**

Successful teaching experience, preferably at a community college

## **Knowledge Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of trends, developments, new technologies affecting the Student Success 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 using authentic 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

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 under general supervision in a typical classroom or laboratory setting with appropriate climate controls. Travel is required.

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

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

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

**Reports To:** Dean of Liberal Arts

**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.