

CENTRAL CHRISTIAN COLLEGE OF KANSAS

INSTRUCTOR

Direct Supervisor: Chief Academic Officer
Status: Full time (12 months), Exempt
Department: Academics
Job Location: McPherson, KS

JOB SUMMARY

Under the supervision of the Chief Academic Officer, the instructor provides appropriate discipline specific academic and administrative leadership to coursework; including Residential, Dual-Credit, Online, and Professional modalities. Instructors at Central Christian College of Kansas are life-long learners who also serve as content specialists with pedagogical skills appropriate for the collegiate learning environment. Aligned with this role, instructors also are expected to serve as models and mentors, ministering to students in alignment with our Wesleyan heritage, mission, and purpose.

QUALIFICATIONS

- Master's required (Doctorate preferred) in psychology, or related field.
- Proven history of strong, decisive, and collaborative leadership working with faculty, students, staff, administrators, and external stakeholders
- Experience leading and supporting multiple teaching modalities
- The ability to foster a culture of trust, transparency, and collegiality
- Presence of high-level interpersonal skills for communication, consultation, and collaboration
- Experience working with and mentoring and working across diverse groups of faculty, staff and students
- Can express salvation through Christ, affirm that the Bible is God's Word and the standard for faith and living, and align with the vision and mission of the College, its Wesleyan heritage, its Statement of Faith, and its Core Values.

DUTIES & RESPONSIBILITIES

The duties listed below are not designed to be comprehensive. Some duties, responsibilities, and standards may be added, subtracted, and modified as appropriate to the needs of the College.

TEACHING & ADVISING (70%):

- Responsible for delivering, in a student receptive manner the knowledge, skills, and experiences needed to successfully achieve course learning outcomes (12 hours teaching load/semester)
- Create, post, and articulate course learning outcomes or objectives in order to ensure student understanding of expectations
- Create and post a course syllabus and a class schedule for each class
- Create course curriculum, course handouts, lectures, labs, presentations, and other course materials required to deliver course information in an understandable and interesting manner

- Create course rubrics in order to reliably assess student performance related to the learning objectives and to identify areas for improvement
- Assist students by being available through “office hours” and other times to answer questions and assist students to better understand the material in one-on-one or group sessions
- Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines
- Assist advisees to develop educational and career goals, and to seek the information necessary to achieve those goals
- Assist advisees in the completion of graduation requirements in the most cost effective and efficient manner
- Meet regularly with advisees to review educational, graduation, and career progress
- Provide academic mentorship and *discipleship* in relation to the mission of the College

ADMINISTRATIVE: (15%)

- Assist the department and College to recruit, enroll, and retain students who are a good fit for our culture, mission, and vision
- Administer appropriate assessment protocol, recoding data and using data to inform departmental and campus enhancements
- Review, evaluate, and revise department policy, textbooks, course materials, delivery methods and curriculum in conjunction with other department members in order to enhance student academic and career success as environments change
- Lead program efforts for student recruitment, marketing, and promotion of departmental offerings (graduate and undergraduate)
- Coordinate opportunities for alumni and friends to remain connected to the department
- Coordinate the development of the departmental course schedule and program budget recommendations
- Attend appropriate committee meetings, departmental meetings, and other governance related meetings, as required by the position
- Attend all required college events such as commencement, faculty meetings, in-service workshops, etc.
- Perform other appropriate and reasonably required duties as assigned by your supervisor

SERVICE & PROFESSIONAL DEVELOPMENT (15%):

- Embody and model a growing spiritual walk in alignment with the Christian faith and the basic beliefs, tenants, and values of the institution.
- Enhance expertise by reading, conducting research, attending seminars, webinars, workshops, and classes for self-improvement and/or professional enhancement
- Sustain active attendance at Chapel, Convocations, and other College related colloquia
- Maintain membership and involvement in relevant professional organizations
- Ensure compliance with regulatory requirements, including licensure and/or accreditation
- Be active in denominational, community and other field related organizations

- Cultivate personal and student involvement in church, civic, club, and other service organizations and opportunities.

NOTICE OF NON-DISCRIMINATION

Central Christian College of Kansas recognizes the benefits of maintaining a diverse faculty and staff who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).

AFFIRMATION

As attested by signature below, I affirm that I have read, understand, and agree to fulfill my duties in accordance with the expectations set herein. I also recognize that this job description is not designed to outline a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

JOB ACCEPTANCE

Please initial each page and sign below to acknowledge receipt and acceptance of this position.

Signature

Date

By my signature I acknowledge that I have read, understood, and accept the offer and the terms and conditions contained herein, and agree to be bound by these same terms and conditions.