



Job Description

Job Title: Education Faculty

FLSA Status: Exempt

Grade: Faculty, \$49K – 74K, annually DOE

Department: Arts and Sciences

Reports to: Dean of Arts and Sciences

Job Summary

The Education Instructor will be successful in many functions within the community, engaging with others to build community partnerships, provide leadership in program development, and facilitate student recruitment, retention, completion and placement strategies. They will teach most required associate-degree courses in Elementary and Secondary Education. The ideal candidate will deliver engaging lessons, develop curricula, and support students' academic, professional, and personal growth.

Essential Functions *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

Community Engagement, Student Recruitment:

- Participate in institutional committee work.
- Teach workshops and seminars to area teachers on topics that include identifying students, especially in the elementary grades, who struggle to read at grade level or have difficulty with reading due to a specific learning disorder, including but not limited to dyslexia, dysgraphia, or dyscalculia.
- Provide leadership in program development, promotion, regional college/industry/governmental agency partnerships, and the development or modification of curriculum in response to industry and community needs.
- Participate in grant acquisition/implementation.
- Work with the Dean of Arts and Sciences to develop articulation agreements with baccalaureate institutions.
- Where applicable, participate in Workforce Development at the local, regional, and state levels.
- Help create and facilitate innovative student recruitment, retention, completion, and placement strategies.
- Implement programming, including, but not limited to, roundtables and peer learning tables with practitioners and potential traditional and nontraditional-aged students.
- Supervise, assess, and revise field experiences (practicums), including community sites.
- Visit students at their field experience sites (practicums).
- Organize orientation meetings for students before their first field experience and for cooperating teachers and directors at sites.
- Collaborate with K-12 personnel to develop nontraditional course scheduling for paraprofessionals seeking degrees.
- Work with four-year institutions to develop seamless articulation and 2 plus 2 agreements.



- Experience facilitating, organizing, and producing online and in person events (e.g. conferences, meetings, roundtables, and/or webinars).
- Build community partnerships.

Instruction:

- The instructional assignment will include lecture and laboratory classes where applicable and utilize a variety of teaching methods and technologies to keep students motivated and engaged. Some meetings or instructions may occur off-site.
- Teach courses in various modalities, including face-to-face, online asynchronous, online synchronous, flex, and hybrid.
- Teach classes during the day, evenings, and occasionally on weekends.
- Assignments are based upon the assumption of a workload of forty clock hours weekly and 30 credits per academic year (170 days per academic year), including conducting classes, advising students, class preparation, student/faculty evaluations, office hours, committee work, student learning outcomes assessment, program review, student clubs/activities, maintaining industry expertise, recruiting, and other duties.
- Participation in discipline/department decision making processes and work regarding curriculum, program development, scheduling, and other matters are also expected of all department faculty.
- Responsibilities also include maintaining professional conduct and ethics standards appropriate to the professional position.
- Implement student engagement practices in and outside of the traditional learning space.
- Complete of the Advising Academy within ninety days of employment.
- Other duties assigned to advance the mission of the college.

Minimum Qualifications *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- Master's degree in an area related to Education with a minimum of 18 graduate hours within the field.
- Understanding of the education discipline and related fields.
- Knowledge of and experience in education research.
- Capacity for interdisciplinary and collaborative teaching.
- Commitment to inclusive pedagogy, diversity, and equity.

Preferred Qualifications

- PhD or EdD.
- Three years' teaching experience at a Community College or University.
- Demonstrated service to the discipline, (e.g.) college, community, state, national.
- Practical experience outside of academia, teaching in the middle and high schools.



- Demonstrated history of teaching excellence.
- Experience teaching in an online environment.

Competencies for Successful Performance

Knowledge of:

- Possess strong interpersonal communication and management skills.
- Ability to use a variety of teaching methods, materials and technology, that assist student learning.
- Ability to work collaboratively with a variety of faculty and community stakeholders.
- Knowledge of assessment of student learning outcomes at the course, program, and institutional levels.
- Demonstrated commitment to work with students, staff, and community (e.g., advising, organizations, training, boards, leadership).
- Ability to work in a fast-paced environment and the willingness to modify the schedule to meet department needs.

Ability to:

- Understand and follow safety procedures
- Organize work tasks and work independently, while meeting work schedules and deadlines.
- Maintain the confidentiality of information and professional boundaries.
- Develop a highly collaborative working environment to achieve individual, departmental, and College-wide goals.

Working Conditions/Physical Requirements:

- Work is performed primarily indoors in a standard office, classroom, or laboratory environment.
- Subject to walking, sitting, standing, bending, reaching, kneeling, and stooping. Frequent lifting of objects up to 30 pounds. Manual dexterity to efficiently operate a computer keyboard and other business machines. Near vision sufficient to read written communication and computer display screens. Adequate hearing to communicate efficiently in person and by phone.
- Work flexible hours as needed. May require work during evening, night, and weekend hours.
- Travel between campus buildings, clinical sites, and other locations may be indicated. A valid driver's license or dependable transportation is required.

How To Apply:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.



Equal Opportunity and Affirmative Action Employer

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