

**CLOUD COUNTY COMMUNITY COLLEGE**  
**PROFESSIONAL EMPLOYEE JOB DESCRIPTION**

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Position Title: Instructor in Nursing, Division of Sciences and Business

Reports To: Dean of Nursing

Type of Contract: Professional Employee (Faculty)

Length of Contract: 9 month, academic year

Date of Position Description: November 2024

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**GENERAL NARRATIVE DESCRIPTION OF THE POSITION**

The Instructor in Nursing will be responsible for teaching courses within the Nursing Department. A master’s degree is required. Additionally, it is preferable that the candidate has college teaching experience and experience in nursing or the medical industry.

The administration retains the right to change the responsibilities at any time.

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**RESPONSIBILITIES**

The Nursing Instructor will:

1. discharge effectively and efficiently the duties and responsibilities as defined in the Master Contract;
2. teach courses within the Nursing Department;
3. develop and maintain course curricula that appropriately reflect current knowledge in the discipline;
4. work with the division and department in the development of assessment and competencies for courses in the department and division;
5. work with the department and the division in the development and approval of Associate of Applied Science programs and transfer programs;
6. work with the department and division in the program review process;
7. work with the department and division in the student outcome assessment process;
8. assist in the mentoring of faculty both on and off-campus;

9. work with the department and division on follow-up of graduates;
10. work with the Articulation Coordinator in developing articulation agreements for transfer programs;
11. participate in division, department, and faculty activities including working with advisory committees for AAS programs;
12. work with other instructors in scheduling and performing clinical instruction;
13. prepare syllabi for all courses taught following the format prescribed by the State of Kansas and state and national nursing boards, and have those syllabi on file in the Vice President for Academic Affairs' offices;
14. work with the division department chair and division dean on the preparation of the class schedule each semester;
15. provide information to the Academic Affairs' office for federal, state, and internal reports;
16. work with the department chair and the division dean on the preparation of the budget and correctly prepare purchase requisitions;
17. assist in the development of promotional materials for the nursing program and the division, and assist in the recruitment of students;
18. incorporate technology into the curriculum;
19. assist in the development and delivery of online courses in the nursing program;
20. work with business and industry to develop relationships and support for the nursing program;
21. emphasize working in the global society within the curriculum;
22. work with other disciplines to develop interdisciplinary programs;
23. attend workshops and seminars, if necessary (valid driver's license required and overnight travel may be required);
24. assist in delivering educational programs and other services to companies and organizations;
25. attend and participate in nursing pinning ceremony and commencement exercises in academic attire; and

26. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.

**Cloud County Community College offers a complete benefits package to all full-time faculty including:**

- Health care coverage for employees and eligible dependents (up to \$872.71 paid monthly for single coverage by the college toward premium cost)
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid personal leave – 3 days annually
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center