

CLOUD COUNTY COMMUNITY COLLEGE
PROFESSIONAL EMPLOYEE JOB DESCRIPTION

Position Title: Instructor in English/Speech/Theatre

Reports To: Dean, Division of Humanities and Social Sciences

Type of Contract: Professional Employee (Faculty)

Length of Contract: 9 month, academic year

Date of Position Description: August 2026

GENERAL NARRATIVE DESCRIPTION OF THE POSITION

The Instructor in English/Speech/Theatre will be responsible for teaching courses within the English-Communications Department including courses in theatre, composition, literature, and speech. In addition, the instructor will be responsible for producing and directing the college's plays. Master's degree in English, Speech, Theatre, or a related field preferred. Applicants with experience in theatre directing and production will be given preference. Consideration will be given to candidates who have a Bachelor's degree in a related field, some graduate course credit, and related professional experience. Additionally, it is preferable that the candidate has college teaching experience, experience in using technology in the classroom, and experience with distance learning.

RESPONSIBILITIES

The English/Speech/Theatre Instructor will:

1. discharge effectively and efficiently the duties and responsibilities as defined in the Master Contract;
2. teach courses within the English-Communications Department including courses in composition, literature, theatre, and speech;
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 competencies for courses in the department and division;
5. work with the division and department in the program review process;

6. work with the division and department in the student outcome assessment process;
7. work with the division and department on follow-up of graduates;
8. participate in division, department, and faculty activities;
9. complete syllabi for each semester per Policy D10 Course Syllabi and Procedures;
10. work with the Department Chair and Division Dean on the preparation of the class schedule each semester;
11. assist in the recruitment of students;
12. work with the Department Chair and Division Dean on the preparation of the budget and correctly prepare purchase requisitions;
13. incorporate technology into the curriculum and keep abreast of current technology in the field of English/Speech/Theatre;
14. provide mentoring support for off-campus instructors;
15. work with other disciplines to develop interdisciplinary programs;
16. attend and participate in commencement exercises in academic attire; and
17. perform other duties as assigned by Vice-President for Academic Affairs or the Division Dean.

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