NJC
NORTHEASTERN
JUNIOR COLLEGE

Position Announcement: Lead Developmental Math Instructor

POSITION DESCRIPTION:

Northeastern Junior College seeks a lead Developmental Mathematics Instructor whose teaching responsibilities will include primarily preparatory math courses along with some college level mathematics courses. Primary duties would include oversight, evaluation, and recommendations related to the re-design and implementation of new developmental math courses and pathways that move students towards college level math courses. Duties also include those responsibilities generally expected of full-time faculty, including development of appropriate curricula to meet learners' needs, advising undecided students, and working cooperatively with other departments on campus and in the Community Colleges of Colorado System to coordinate training and course design related to the developmental education implementation.

Questions regarding this position can be directed to Misti Pierce at 970-521-6619 or misti.pierce@njc.edu. For information about NJC, please visit the college's website at www.njc.edu.

EXPECTATIONS:

- ***Facilitation*** of a learning-centered classroom and out-of-classroom activities; real-life applications of learning and mentoring of students.
- ***Service*** to students through student activities sponsorship and teamwork with peers in college activities, planning and committee responsibilities.
- ***Expertise*** demonstrated through in-depth curricular knowledge; strong focus on learning; experience/skill in using new technologies; innovative delivery and curriculum development; excellent communication skills.
- ***Positive attitude*** through dedication to NJC mission and values; willingness to accept and promote change; open-minded fairness and consideration of multiple perspective; willingness to take risks, work hard, accept responsibility for person/professional growth, lead and follow well, accept criticism, handle conflict, and motivate others.
- ***Commitment*** to cooperation, consensus building, collaboration, effective goal-setting and evaluation.
- ***Participation*** in community organizations and activities.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Mathematics or closely related field from an accredited college or university.
- Significant mathematics teaching experience.
- Curriculum and course design.
- Presentation and facilitation skills.
- Knowledge/experience with computer technology.
- Ability to effectively communicate in a variety of settings.

PREFERRED QUALIFICATIONS:

- Master's degree in Mathematics or closely related field from an accredited college or university.
- Prior teaching at the college level.

CONTRACT SPECIFICS:

Position begins January 2014. This is a full-time faculty position with additional contract days. Salary range $38,000 to $45,280 commensurate with education and experience. Salary for initial contract prorated for mid-year start. Approximately 30 additional days for summer 2014 will be required and compensated in order to insure that re-designed math courses are ready and faculty trained for full implementation in Fall 2014. Competitive fringe benefit package available through the SBCCOE.

APPLICATION:

Priority consideration given to applications received by November 27, 2013. Position will remain open until filled. Complete application packet to consist of:

- Cover letter specifically addressing qualifications and committing to expectations

- Completed NJC application form available on-line at http://www.njc.edu/Human-Resources
- College transcripts from accredited college or university (unofficial copies acceptable during application process)
- Complete résumé
- Three letters of reference specifically addressing this position
- Must submit to and successfully complete a post-offer, pre-employment background check as a condition of hire. Release Authorization form available on-line (for background check) required.

Interviewed candidates will be required to prepare and deliver an actual classroom learning experience/lecture before the selection committee and selected administrators. The teaching experience should be 30 minutes in length and will be videotaped. A topic will be given to candidates at the time the interview is scheduled.

NOTE: *It is Northeastern Junior College's procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.*

Request application from and submit completed application materials to: Human Resources Office, Northeastern Junior College, 100 College Avenue, Sterling, CO 80751. Contact Human Resources at 970-521-6730, or e-mail request to: renee.johnson@njc.edu . Faxed applications accepted at 970-521-6678. Application files not containing the above documentation will not be forwarded to the Selection Committee.

College/Community Profile:
Northeastern Junior College, one of 13 member-colleges of the Community Colleges of Colorado, lies in the rural northeastern Colorado town of Sterling. The community of approximately 14,000 Residences enjoys easy access to Denver, the Rocky Mountains and other front range cities. Northeastern Junior College enrolls approximately 1,000 full-time and 2,500 part-time students through over 90 programs of study offering transfer degrees, career and technical degrees and certificate programs. As a residential campus with five halls accommodating 600 students, the college attracts students from throughout Colorado, many states and several foreign countries. Approximately 55 full-time and 25 part-time faculty comprise the teaching staff.

***NJC Mission**:*
"Northeastern Junior College is a comprehensive two-year institution that is committed to providing excellence in learning, training, and service. We strive to produce skilled and knowledgeable students who transfer successfully and enter the workforce productively. We strive to enrich the quality of lives through affordable and accessible learning opportunities."

Northeastern Junior College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, age, disability, sex or veteran status in its activities, programs or employment practices. If you believe that any of the factors above have entered into the consideration of your application for employment, please contact the Northeastern Junior College Interim Director of Human Resources at (970) 521-6730 or e-mail to renee.johnson@njc.edu.

NOTICE TO ALL APPLICANTS: All materials received become the property of Northeastern Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

member of
COMMUNITY COLLEGES OF
COLORADO