



VACANCY ANNOUNCEMENT

Position Title: Nursing Faculty

Position: Faculty

Position Status: Full-Time

Reports To: Director of Nursing

DUTIES AND RESPONSIBILITIES:

As a comprehensive community college, Otero Junior College expects its full-time faculty members to fulfill three major responsibilities: teaching, academic advising when assigned by the Vice President of Academic Affairs, and rendering service to the college and its respective communities. This position is a full-time faculty assigned to teach in the nursing program. This includes evening and weekend course assignments as well as planning time and office hours for student advising. Hours will vary according to course schedule and assignment.

Teaching:

1. Prepares a syllabus for each course, obtains approval for each syllabus from the appropriate Department Chair, distributes syllabus to students at the beginning of class, reviews syllabus with students, and annually updates course syllabus as needed or as required.
2. Teaches courses assigned by an instructional administrator in accordance with the approved course syllabus for each course:
 - Demonstrates knowledge of Program Learning Outcomes (PLO),
 - Course competencies and Student Learning Outcomes (SLO).
3. Teaches classes at the scheduled times and places; commences and concludes classes as scheduled.
4. Establishes and maintains a learning environment which encourages expression of ideas, stimulates questions on the subject matter, and generates student involvement in the learning process.
 - Demonstrates a command of the subject matter.
 - Demonstrates considerations for diverse cultural backgrounds using culturally responsive pedagogy
 - Demonstrates punctuality in starting lectures, labs, simulation and clinical on time.
 - Promotes and encourages student engagement
 - Encourages student participation and questions in all learning environments. To include clinical, simulation, lectures and labs.
 - Models and encourages a collaborative faculty-student relationship.
 - Promotes, utilizes and demonstrates knowledge and expertise of technology that enhances student learning and achieves Program learning outcomes, course competencies and student learning outcomes.
5. Utilizes teaching methods and materials appropriate for students of varying educational and experiential backgrounds.
6. Initiates, reviews and updates the content of courses and curricula within the assigned discipline or program area.
7. Complies with college procedures and requirements for student evaluation of instruction.
8. Revises teaching methods so as to be more efficient and effective in the teaching-learning process.

9. Maintains rapport with students, possesses adequate interpersonal skills, and is effective in delivering information to students.
10. Is successful in helping students achieve course/program competencies/outcomes as they have been identified in syllabus.
11. Encourages students to pursue appropriate college services; i.e., counseling (personal, academic, and career), support services, and others.
12. Identifies and refers students for tutorial and other support services as necessary to assure student success.
13. Conducts follow-up on all students referred to tutorial and/or other support services.
14. Confirms and updates advisee area of study program code each semester.
15. Full-time teaching load is determined by OJC administration and OJC contract agreement.
16. Teaching load may be divided between theory, lab, simulation labs and clinical instruction if needed.

Academic Advising (when assigned by the Vice President of Academic Affairs):

1. Adheres to the College's established procedures for student advising.
2. Assists students with course and program advising, registration, graduation forms, and new student orientation.
3. Schedule meetings with students and advise using Navigate, the student success management system.
4. Schedules regular meetings with students who are at risk to be unsuccessful in a course or the nursing program using Navigate.
5. Assists students in identifying and utilizing resources that may contribute to their success using Navigate.
6. Encourages students to pursue appropriate College services; i.e., counseling (personal, academic, and career), support services, and others.
7. Identifies and refers students for tutorial and other support services as necessary to assure student success.
8. Participates in student counseling and remediation as outlined by the RN Student Handbook.

Record Keeping and Supervision:

1. Maintains an inventory of equipment, tools, and supplies required for classes, and requests repair of equipment based on the department's and College's regulations, procedures, and timelines.
2. Complies with College policies and procedures pertaining to grading, curriculum content, safety, security, and other areas.
3. Maintains attendance and grades for all classes using the learning management system, D2L. It is preferred that this process be maintained on a weekly basis.
4. Prepares and submits all required student progress reports and early alerts, recruitment materials, accountability reports, and curricular requirements on dates specified.
5. Assists with the state directed program review process and other state and local reporting procedures.
6. Assists the supervisor in maintaining current program plans, where appropriate (i.e., Program Approval Part II, Equipment listing, and others).

Responsibilities to the College and Community Service:

1. Posts and maintains required office hours for student consultation and administrative access.
2. Adheres to State Board Policy and college procedures on workload.
3. Attends Departmental meetings, Academic Affairs meetings, College-wide staff meetings, and in-service/professional development meetings.
4. Identifies budgetary needs and priorities within the discipline or program for the Department Chair.
5. Assists the Department Chair in the preparation of class schedules, promotional materials in the assigned discipline or program, and other college documents as requested to be submitted for approval by the Vice President of Academic Affairs.
6. Participates in other college wide activities, including, but not limited to, screening committees, administrative committees, study committees, task forces, recruitment efforts, departmental meetings, advisory committee meetings, student organization sponsorship, and other such activities.
7. Contributes to the ongoing college effort in the assessment of student learning.
8. Promotes a favorable image of the college and participates in community activities and organizations.
9. Submits documentation of college and community service activities and involvement for annual performance review.

Faculty Evaluation and Professional Growth:

1. Maintains necessary educational credentials, certification, and/or license appropriate to the teaching assignment.
2. Maintains professional awareness of current trends through membership in professional organizations, attendance at meetings, conferences, seminars, workshops, enrollment in classes, campus committee work, and other activities to stay abreast of technological changes.
3. Completes performance reviews with the Department Chair /Director in compliance with college procedures.
4. Provides the evaluation of students in assigned lecture, lab simulation and/or clinical, as assigned by Director of Nursing.
5. Reviews student evaluation summaries of assigned courses and utilizes the feedback for planning and implementing future courses.
6. Evaluates curriculum in assigned area of teaching in relation to student outcomes, and recommends appropriate changes to the Department Chair.
7. Reviews, coordinates, and recommends textbooks, instructional materials, appropriate instructional equipment, and supportive reference material to the appropriate Department Chair.
8. Orders approved textbooks and/or other instructional materials which students will be required to purchase as per the timeline posted by the Bookstore Manager.
9. Works with other instructors and personnel to coordinate curriculum and instruction.
10. Assists the College with ongoing program articulation with other colleges, with area high schools, and other training programs.
11. Assists with revision and updating of college curriculum and in development of new courses and programs.
12. Attend marketing activities: career fairs, K-12 school visits, community presentations, etc.

Essential Functions:

Nursing Faculty performs the following essential functions:

- A. Promotes rapport within the department, campus, and community.
- B. Has available office times where students can contact outside of course meeting times.
- C. Maintains punctuality in meetings, assigned classes and clinical.
- D. Models professional behavior and standards of practice while in the workplace.
- E. Models professional behavior and standards of practice.
- F. Participates in planning, implementation, and evaluation of clinical simulations, if assigned by the Director of Nursing.
- G. Performs additional responsibilities for nursing faculty performing clinical supervision in an affiliating agency including:
 - Participates in clinical orientation as required by the institution.
 - Completes validations as required by contract with clinical agencies, orients students to clinical facilities.
 - Helps assist clinical assignments for students at the clinical setting.
 - Supervises students in patient care area in collaboration with staff and adherence policies of the clinical site facilities.
 - Conducts effective and well planned pre and post conferences with students at clinical, lab and simulation.
 - Maintains ongoing weekly evaluation of individual student progress in the clinical area.
 - Provides timely ongoing verbal and written feedback to students.
 - Guides and counsels with students toward personal development in dealing with clinical stress.
 - Keeps the Director of Nursing informed on issues that arise with students and clinical sites.
- H. Participates in accreditation process, development and recording of data as assigned by Nursing Coordinator/Director of Nursing Education Programs.
- I. Participates in recruitment, orientation, and coordination of Adjunct Faculty or new faculty when assigned or applicable.
- J. Maintains current CTE credential and professional portfolio.

K. Performs other duties as assigned.

See Human Resources for a complete job description.

MINIMUM QUALIFICATIONS:

- Master's Degree or Bachelor's Degree in Nursing with the ability to obtain a MSN within 2 years of hire.
- Previous experience in teaching adults.
- Must hold a current unencumbered Registered Nurse license from the state of Colorado.
- Current Healthcare Provider CPR and required immunizations.
- Must hold or willing to obtain a Colorado Vocational Teaching Credential.

PREFERRED QUALIFICATIONS:

- Master's Degree in Nursing.
- Two years of full-time successful experience in teaching adults and clinical instructor experience in the area/areas of teaching responsibility.
- Knowledge and skills related to teaching adults, teaching methodology and evaluation or willingness to plan for acquisition of these skills no later than the first year of teaching.
- Be creative and committed to teaching excellence by demonstrating and maintaining current evidence based practice in their field of experience.
- Ability to improve all students' learning by assessing students, programs and campus outcomes and adjusting based on the data.
- Ability to work cooperatively and effectively with diverse populations including experience working with traditional and non-traditional learners.
- Willingness to teach a varied schedule including evenings, weekends and summer.
- Have effective interpersonal skills, including the ability to collaborate successfully with faculty, students and administration.
- Professional liability insurance.
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

SALARY:

\$46,500 - \$49,500 for BSN and \$52,000 - \$55,000 for MSN with excellent benefit package including retirement, health, vision, dental and life insurance

166 Day Contract – 9 month academic year position

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.S., and M.S.)
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

November 20, 2020

POSTION START DATE:

January 6, 2021

Submit Application Packet To:

Otero Junior College
Attn: Carol Noll
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050
FAX: (719) 384-6947

Or Email To: carol.noll@ojc.edu

Inquiries May Be Directed To:

Carol Noll
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

Notice of Non-Discrimination

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Marlene Boettcher, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Carol Noll, Director of Human Resources at 719-384-6824, carol.noll@ojc.edu, or 1802 Colorado Ave. MacDonald Hall Room #221, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO JUNIOR COLLEGE:

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General

Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production
- Advanced Welding Pipe
- Advanced Welding Railroad

To learn more about Otero Junior College, visit the college's website at www.ojc.edu.

OJC MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.