

Job Title: Respiratory Care Instructor – Annualized Position

Closing Date/Time: Fri. 11/04/16 4:00 PM Pacific Time

Salary: See Position Description

Job Type: Faculty

Location: Spokane Community College, 1810 N Greene St, Spokane, Washington

Please be aware that this recruitment closes at 4:00 p.m. PST. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

The Community Colleges of Spokane is seeking a highly motivated and qualified individual for the position of Respiratory Care Instructor in the Health Sciences Division at Spokane Community College.

DUTIES AND RESPONSIBILITIES

- Prepares for and instructs, through traditional classroom and distance education modes, classes in the discipline of Respiratory Care; Assignments may be at off-campus centers and may also include evening and/or weekend classes;
- Advise/counsel prospective students regarding career goals and program requirements;
- Develop and revise, clinical, didactic and laboratory courses and syllabi;
- Provide direct instruction in the didactic, laboratory and clinical portions of the program;
- Coordinate teaching activities and assignments with the Program Director and Director of Clinical Education as appropriate;
- Perform at least annually, a CCS Course Evaluation of Instructor and Course;
- Coordinate with the Program Director or Director of Clinical Education to procure supplies as needed to support student instruction;
- Maintain student records as appropriate to the course(s) being taught;
- Assist the Program Director and Director of Clinical Education with the preparation of the annual Report of Current Status and accreditation self-study reports as required.
- Complete grades as appropriate and communicate with the program faculty regarding student progress;
- Provides availability and accessibility to students for purpose of academic consulting and support, in a manner appropriate to meet student needs, through a combination of scheduled office hours, e-mail accessibility or other effective means of responsive and timely communication;
- Communicates expectations and establishes clear grading criteria through appropriate instructional means, to include but not limited to developing course syllabi, handouts, and materials supporting the instructional process; evaluates student progress and provides clear, timely feedback;
- Participates in district, division, department, or general faculty meetings; in-service training; curriculum development; academic consulting; workshops or seminars; service on district or college councils or committees, or other activities within the scope of the position;
- Complies with state and federal law applicable to professional duties and responsibilities; Follows established procedures in areas such as printing, turning in grades, bookstore orders, office support, student financial aid requirements, safety and health issues and related administrative processes;
- Support and advance the CCS strategic plan, and perform other duties as assigned;
- In addition, faculty may:
 - Instruct courses in related disciplines based upon individual qualifications and expertise.

- Supervise paraprofessional employees or direct the work of assigned work-study students. Responsible for ensuring assigned faculty/staff adhere to acceptable behavior and performance standards. Demonstrate that assigned faculty/staff have been informed how behavior and performance will be assessed, receive timely and accurate feedback regarding performance, and any observed performance and behavioral problems are corrected promptly.
- Advise student clubs or associations.

COMPETENCIES & OTHER REQUIREMENTS:

REQUIRED COMPETENCIES (Minimum Qualifications)

- An earned Master's degree in Respiratory Care from an accredited institution recognized by the U.S. Department of Education (USDE).
- Previous experience equivalent to one full academic year of teaching in an accredited respiratory care program either as an appointed faculty member or as a clinical preceptor.
- Must hold a valid RRT credential and must be a licensed practitioner in the state of Washington or eligible for licensure.
- Acceptance of the responsibility to promote the welfare and best interests of students at all times.
- Acceptance of and willingness to support the role that community colleges serve in higher education, and specifically the mission, values, goals and objectives of the Community Colleges of Spokane.
- Ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution and the community/technical college system.
- A demonstrated understanding of and value for the contributions that a diverse workforce can make to the success of both the organization and the students we serve.

PREFERRED COMPETENCIES (Desirable Qualifications)

- Four (4) years previous work experience as a Registered Respiratory Therapist with at least two (2) years in acute respiratory care.
- Two or more academic years of teaching experience.

CONDITIONS/TERMS OF EMPLOYMENT:

TERMS OF EMPLOYMENT

This is a full-time, non-tenure track position with an entry level base salary (for a 175-day academic year contract) of \$47,449 - \$50,201. * Base salary increases to maximum of \$71,516, advancement based upon years of service and professional development activity.

Faculty have potential to earn up to \$108,241 annually (average annual salary paid to our 20 highest earning faculty during FY2014/15). FY 2014/15 average annual faculty salary (all faculty) was \$70,544. Annual salary is comprised of base salary plus any combination of academic year overload contracts, summer effort contracts, project stipends, student club advising stipends, and/or department chair /program lead faculty stipends consistent with the provisions of the current collective bargaining agreement between CCS and the Association for Higher Education (AHE).

* **Total compensation:** \$61,684 - \$65,261. Total compensation is an estimate based upon base compensation, current employer-paid health and related benefit contribution rates and median retirement fund contributions. The actual total will vary depending upon each employee's enrollment choices.

CCS reserves the right to cancel this recruitment without notice. Academic employees are represented by the Association of Higher Education (AHE), which is affiliated with NEA and WEA. AHE membership or payment of representation fee is required. Anticipated date of employment is Winter 2016.

REQUIRED APPLICATION MATERIALS:

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- CCS online application including supplemental questions.
- Cover letter addressing your qualifications as applied to the responsibilities of this position. *
- Comprehensive resume (including copy of RRT credential) *
- Names, addresses, and telephone numbers of three professional references*
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable for initial application, official copies must be submitted upon acceptance of job offer.

NOTE: All of the above are required to ensure your consideration for this position. The item(s) marked with an asterisk are required to be included as an attachment to your application prior to submission.

Community Colleges of Spokane does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, parental status or families with children, status as a mother breastfeeding her child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of trained guide dog or service animal by a person with disability, genetic information or any other legally protected category. Please direct all inquiries regarding compliance with access, equal opportunity and/or grievances to the Chief Administration Officer, Community Colleges of Spokane, 501 N. Riverpoint Blvd., PO Box 6000, MS 1004, Spokane WA 99217-6000 or call 509-434-5037; WA Telecommunication Relay Services (TRS) 1-800-833-6384 or 7-1-1.

Please visit: <http://www.ccs.spokane.edu/HR.aspx> for complete details.