

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

Reports to: Dean of Instruction and Distance Learning/ Dean of Career & Technical Education and
Workforce/Program Director

Organizational Unit: Faculty – Exempt

Salary Range: Per Master Agreement

Revision Date: June 2025

See also addendum - Program/Department specific

I. Basic Purpose of Position

Instructors' responsibilities encompass all courses assigned, committees assigned, and other activities required or agreed upon between faculty members and administration as specified in the LCC Master Agreement and LCC Policy/Procedures Manual. Instructors must demonstrate computer literacy in appropriate computer software and be able to demonstrate fluency in written and oral communication.

II. Essential Job Functions

- A. Ability to demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges
- B. Ability to conduct all class sessions in a professional manner and exhibit good judgment and professional behavior
- C. Ability to develop and carry out testing/assessment plans in all courses taught that meet the criteria set forth by the Curriculum and Instruction Committee and the Outcomes Assessment Committee
- D. Ability to be available to advise students according to College policy
- E. Ability to maintain accurate records and reports and submit them in a timely manner to the appropriate person
- F. Ability to provide students with opportunities for community service, service learning activities, community projects, and volunteerism as appropriate
- G. Ability to promote the general welfare of students and the College
- H. Ability to follow the master course syllabus and coordinate course outlines and book selections in accordance with established deadlines when adjunct faculty members teach different sections of the same course
- I. Ability to develop new courses as required by the administration
- J. Ability to develop and provide online instruction in discipline area as needed
- K. Ability to take the LCC Online Teaching course if appropriate
- L. Ability to maintain a professional attitude and conduct toward teaching and professional relationships
- M. Ability to actively support the philosophy of shared governance
- N. Ability to provide ongoing communication and professional development opportunities to adjunct and concurrent faculty (particularly at in-service breakout sessions) in such areas as pedagogy, instructional design, course management, instructional delivery, skill improvement, curricular reform initiatives and assessment strategies
- O. Ability to provide concurrent instructors with necessary materials to assess their students according to the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement using the same grading standards, same scoring rubrics and methods (i.e. papers, portfolios, quizzes, labs) and same final exam as a representative on-campus exam, to ensure all students are held to the same standards of achievement.

- P. Ability to provide necessary support for and student referrals to educational support programs and their functions when needed
- Q. Ability to maintain and update the technical competencies necessary to perform the job
- R. Ability to communicate effectively with students of diverse ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- S. Ability to actively participate in College Standing Committees and Program Review Committees
- T. Ability to promote the College as a responsive community asset through personal representation
- U. Ability to work cooperatively with students, peers, colleagues and administrators
- V. Ability to perform other duties as may be assigned by the appropriate Director, Academic Dean, or Vice President of Academic Affairs
- W. Ability to follow all LCC policies/procedures and state and federal laws
- X. Ability to perform additional items per addendum if applicable

III. Consulting Tasks

- A. Ability to consult with other departmental faculty to revise curriculum and address student and departmental issues.
- B. Ability to consult with College committees and faculty to ensure students' needs are met, to gain understanding of College operations and issues outside the department, and to help formulate educational policies.

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Ability to effectively work with other faculty, administrators, students, and other College staff
- B. Ability to set priorities and use appropriate interpersonal skills
- C. Ability to demonstrate knowledge of and commitment to community college philosophy and the College's mission
- D. Ability to demonstrate knowledge of commonly used instructional software and education media
- E. Ability to demonstrate understanding of student learning and curriculum development
- F. Ability to demonstrate excellent verbal and written communication skills
- G. Ability to perform job responsibilities and complete work in a timely manner

VI. Preferred Experience

At least three years recent teaching or professional experience in the areas to be taught.

VII. Educational Background

- A. Faculty teaching courses are required to have the following qualifications:
 - Master's degree or higher in the teaching discipline or subfield taught,
 - Master's degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught, or
 - Other factors, including but not limited to related work experience, research publications, professional licensure or certifications, special training, honors or awards, documented teaching excellence may be considered in determining whether a faculty member is qualified as determined by the Vice president of Academic Affairs.

- B. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- C. Any exceptions due to special circumstances must be approved by the Vice President of Academic Affairs.

VIII. Working Conditions/Environment

- A. Usual classroom, office, and online environments
- B. Ability to travel to off-campus instructional sites
- C. Ability to be on time and interact with students on a regular basis
- D. Ability to utilize a variety of instructional techniques in a classroom environment
- E. Ability to teach evening courses

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME) ALLIED HEALTH CLINICAL ADDENDUM

Reports to: Director of Workforce Education and Career Training

Organizational Unit: Faculty - Exempt

Salary Range: Per Master Agreement

Contract Length: 11-Month Faculty Appointment

Revision Date: May 15, 2026

I. Basic Purpose of Position

This addendum supplements the Labette Community College Full-Time Instructor Position Description and outlines additional responsibilities, qualifications, and working conditions specific to the Allied Health Instructor position.

The Allied Health Instructor provides classroom, laboratory and clinical instruction in allied health courses. The instructor supervises clinical learning experiences, maintains healthcare partnerships, supports workforce development initiatives, and may provide non-credit healthcare and community education opportunities.

II. Essential Job Functions

- A. Ability to teach assigned clinicals in allied health courses in classroom, laboratory and clinical formats.
- B. Ability to maintain current knowledge of healthcare practices, procedures, and clinical standards relevant to allied health education.
- C. Ability to supervise and evaluate student clinical performance to ensure achievement of required competencies.
- D. Ability to conduct and facilitate pre- and post-clinical conferences to prepare, guide, and support students throughout clinical assignments.
- E. Ability to ensure compliance with clinical site requirements, student health documentation, CPR certification, immunizations, background checks, and applicable safety standards.
- F. Ability to coordinate, supervise, and evaluate student clinical experiences at healthcare facilities and community partner sites to ensure achievement of required competencies.
- G. Ability to collaborate with adjunct instructors, clinical personnel, and healthcare partners regarding scheduling, supervision, and evaluations.
- H. Ability to participate in accreditation preparation, program review, required reporting, and maintain compliance with KDADS, KBOR, accrediting agencies, and institutional regulations.
- I. Ability to develop and teach non-credit healthcare and community education courses, workshops, and trainings that support regional workforce and community needs, including dementia caregiver support, aging care education, medication safety education, and health and wellness seminars.
- J. Ability to collaborate with healthcare providers, community organizations, and regional partners to identify workforce training opportunities and assist with workforce development and short-term healthcare training initiatives.

IV. Required Knowledge, Skills and Personal Qualifications

- A. Current unencumbered Registered Nurse (RN) license in Kansas.
- B. Eligibility to teach CNA and CMA courses under Kansas regulations.
- C. Eligibility or certification to teach Phlebotomy courses preferred or willingness to obtain required credentials.
- D. Minimum of two (2) years of recent clinical healthcare experience.
- E. Knowledge of KBOR, KDADS, and healthcare education compliance standards preferred.
- F. Experience supervising clinical experiences and working with healthcare partnerships preferred.

v. Working Conditions

- A. Usual classroom, laboratory, healthcare facility, and online instructional environments. Position may require standing for extended periods, walking, lifting, bending, squatting, and assisting students in clinical or laboratory settings.
- B. Exposure to contagious diseases and healthcare-related hazards in laboratory and clinical settings.
- C. Maintain the same physical, immunization, CPR certification, and background check requirements required of allied health students and clinical personnel.
- D. This is an 11-month faculty appointment. Instructional assignments may include daytime, evening, weekend, online, hybrid, and off-campus clinical responsibilities.