LABETTE COMMUNITY COLLEGE

Academic Affairs - Instructor

Job Title:	Instructor	Status:	Full-time
Department:	Academic Affairs	Salary Range	Per Master Agreement
Reports To:	Appropriate Director and/or Dean	FLSA Status:	Exempt
Addendum	Program/Department Specific		

Job Purpose and Objectives:

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.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges
2. Conduct all class sessions in a professional manner and exhibit good judgment and professional behavior
3. Utilize a variety of instructional techniques in a classroom environment
4. 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
5. Ability to be available to advise students according to College policy
6. Maintain accurate records and reports and submit them in a timely manner to the appropriate person
7. To provide students with opportunities for community service, service learning activities, community projects, and volunteerism as appropriate
8. Promote the general welfare of students and the College
9. 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
10. Develop new courses as required by the administration
11. Develop and provide online instruction in discipline area as needed
12. Ability to take the LCC Online Teaching course if appropriate
13. Maintain a professional attitude and conduct toward teaching and professional relationships
14. Actively support the philosophy of shared governance
15. 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
16. 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.
17. To provide necessary support for and student referrals to educational support programs and their functions when needed
18. Maintain and update the technical competencies necessary to perform the job
19. Communicate effectively with students of diverse ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
20. Actively participate in College Standing Committees and Program Review Committees
21. Promote the College as a responsive community asset through personal representation
22. Work cooperatively with students, peers, colleagues and administrators
23. Ability to perform additional items per addendum if applicable
24. Consult with other departmental faculty to revise curriculum and address student and departmental issues.
25. 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
26. Additional hours may be required on occasion
27. Enforces and maintains compliance with all federal, state and local laws and ordinances
28. Performs other duties as assigned or deemed necessary
29. Complies with all organizational and departmental policies and procedures

30. Operates all job-related equipment, machinery, tools and other aids as required or needed
31. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
32. Travel may be required on occasion

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1) Faculty teaching courses are required to have the following qualifications:
   a. Master's degree or higher in the teaching discipline or subfield taught,
   b. 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
   c. 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.

2) Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.

3) Any exceptions due to special circumstances must be approved by the Vice President of Academic Affairs.

4) Ability to travel to off-campus or satellite campus instructional sites

Skills/Knowledge/Abilities:

1. Set priorities and use appropriate interpersonal skills
2. Knowledge of and commitment to community college philosophy and the College's mission
3. Knowledge of commonly used instructional software and education media
4. Understanding of student learning and curriculum development
5. Excellent time management skills and ability to multi-task and prioritize work
6. Ability to fulfill all duties with minimal supervision and to work independently
7. Assess situations rapidly and make logical decisions in a timely manner
8. Analyze facts and exercise sound judgment
9. Ability to effectively manage projects and multiple priorities simultaneously
10. Strong written and verbal communication skills
11. Problem solving and critical thinking skills
12. Strong math, spelling, computer, and calculator abilities
13. Ability to communicate in a professional, calm and courteous manner with the general public, students, and employees
14. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself

Employee Name (Print)	Signature	Date
Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	**Revision Author**	**Date**	**Description of Revision(s)**
00	Haley Walker	08/2026	Transferred to new template
01			
02			
03			

LABETTE COMMUNITY COLLEGE

Instructor – Clinical/Simulation Respiratory Care Addendum

Job Title:	Instructor – Clinical/Simulation Respiratory Care Addendum	Status:	Full-time
Department:	Academic Affairs- Respiratory	Salary:	Per Master Agreement
Reports To:	Dean of CTE & Director	FLSA Status:	Exempt

Job Purpose and Objectives:

Respiratory Care instructors provide classroom instruction and clinical simulation education in one or more areas of respiratory care practice; counsel and advise respiratory care students on class scheduling and academic concerns; participate in curriculum revision; assist in program assessment; and collaborate with the Program Director and Director of Clinical Education to prepare students for successful clinical practice.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Ability to teach assigned respiratory care courses in accordance with the description published in the college catalog, the schedule of classes, and the course syllabus.
2. Ability to maintain current knowledge of respiratory care practice, simulation methodologies, clinical technology, and evidence-based standards while providing simulation instruction including demonstrations, competency testing, attendance, discipline, and safety.
3. Ability to plan, coordinate, and conduct classroom, laboratory, and clinical simulation experiences appropriate to course requirements.
4. Ability to organize, direct, supervise, and coordinate the clinical simulation component of the Respiratory Care curriculum.
5. Ability to develop, implement, and maintain realistic simulation scenarios supporting CoARC competencies.
6. Ability to coordinate simulation schedules with faculty, the Director of Clinical Education, and other healthcare programs.
7. Ability to maintain current respiratory care practices and effectively interpret them for students.
8. H. Ability to maintain cooperative relationships with clinical affiliates, respiratory managers, and clinical preceptors.
9. Ability to provide simulation demonstrations, laboratory experiences, and recruitment tours.
10. Ability to conduct high-quality simulation experiences including pre-briefing, debriefing, competency validation, and evaluation.
11. Ability to maintain respiratory laboratory, simulation, and instructional equipment and supplies.
12. Ability to assist with clinical instruction and student supervision in collaboration with the Director of Clinical Education.
13. Ability to conduct scheduled clinical site visits to observe student performance, provide clinical instruction, support preceptors, ensure clinical objectives are met, and strengthen clinical partnerships.
14. Ability to monitor student attendance, competencies, evaluations, and clinical progress utilizing ClinicalTrac and follow up on deficiencies as appropriate.
15. Ability to collaborate with the Director of Clinical Education in evaluating student clinical performance and validating competencies.
16. Ability to counsel students regarding academic, laboratory, or clinical performance concerns.
17. Ability to assist with accreditation reports, assessment activities, and required documentation.
18. Ability to participate in curriculum revision, program assessment, accreditation activities, and continuous quality improvement.
19. Consults with the Program Director, Director of Clinical Education, full-time and adjunct respiratory care faculty, clinical preceptors, and clinical affiliates to improve curriculum, simulation, clinical learning, and program outcomes.
20. Ensures compliance with accreditation standards
21. Operates instructional or clinical aids as required.

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Maintain a current Registered Respiratory Therapist (RRT) credential and Kansas Respiratory Care Practitioner (RCP) license.
2. Ability to effectively work with respiratory care faculty, clinical staff, students, and college personnel.

3. Demonstrate knowledge of respiratory care simulation methodologies, competency-based education, and current respiratory care practice.
4. Maintain knowledge of CoARC accreditation standards and curriculum requirements.
5. Meet faculty qualification requirements established by CoARC, the Kansas Board of Regents, and Labette Community College.
6. Maintain all physical, immunization, CPR, background check, and clinical compliance requirements required of respiratory care students.
7. Valid Driver's license

Skills/Knowledge/Abilities:

1. Ability to exercise sound judgment, maintain confidentiality, and work collaboratively in a multi-tasked environment.
2. Ability to use instructional technology, learning management systems, and clinical tracking systems required by the program.
3. Ability to organize clinical placements, maintain accurate records, meet deadlines, and communicate effectively with students, faculty, and clinical partners.
4. Knowledge of applicable accreditation standards, clinical affiliation requirements, and professional practice expectations.
5. Knowledge of DMS clinical education, curriculum, assessment, and student evaluation practices.

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Working environment includes classrooms, laboratories, simulation centers, hospitals, and clinical settings requiring standing for extended periods and occasional lifting, bending, and moving equipment.
- Exposure to contagious diseases and other healthcare-related hazards may occur.
- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.

Acknowledgement:

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Employee Name (Print)	Signature	Date

Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	**Revision Author**	**Date**	**Description of Revision(s)**
00	Haley Walker	08/2026	Converted to new format
01			