



TRANSPORTATION TECHNOLOGY INSTRUCTOR-DIESEL

Salary: Commensurate with Experience
Status: Full-time 9 months Exempt
Reports to: Department Chair for Trades & Technology

Summary

This position's primary responsibility is in the instructional delivery for all aspects of Transportation Technology related programs. A major goal of this position is grow the Transportation Technology related programs into a Transportation Technology Center that will serve as a state-of-the-art training center for the state of North Dakota. This position will involve direct classroom teaching, regular communication with business and industry partners, and may also involve supervision of adjuncts and co-instructors.

Responsibilities

- Lead and administer all aspects of transportation technology curricular offerings including program development, implementation, evaluation, and modification of all Transportation Technology programs; secure program approval at the college and state level; and ensure curricular compliance with institutional, state, and federal guidelines
- Develop effective, contemporary, professional, responsive curriculum and programs to meet area economic and workforce needs
- Promote program growth by implementing strategies which maximize student recruitment and retention
- Develop recommended budget for areas of responsibility and monitor allocation of resources
- Participate in resource development and grant writing
- Recruit, select, orient, supervise, evaluate, and develop adjunct and cooperating faculty consistent with college needs, policies, procedures, and negotiated agreements
- Provide leadership to ensure the utilization of a variety of effective and best-practice instructional delivery systems and methodologies, including distance education, in an environment conducive to quality teaching and learning
- Work with the Office for Academic Affairs and college faculty to analyze, coordinate, and recommend class schedules and faculty assignments for program responsibility areas
- Coordinate marketing of programs through preparation of materials for the college catalog, schedule of classes, brochures, radio ads, and press releases. Participate in local radio shows to promote CTE programs
- Plan, coordinate and conduct appropriate meetings for area of responsibility
- Coordinate activities, facilities, and personnel to enhance program effectiveness.
- Serve as an effective member to appointed councils or committees
- Represent the CTE initiative to off-campus community groups, business and industry, agencies, or individuals as assigned
- Provide for effective administration of all related college and district policies.

- Cooperate with local K-12 school districts and consortiums in developing and delivering dual credit/early entry coursework
- Actively recruit upcoming student cohorts from local and regional high schools
- As needed, design and review/revise curriculum with emphasis on student-learning outcomes
- Teach 100 and 200 level
- Commit to teaching strategies and methods which enhance student success
- Serve on committees, both internally and externally
- Mentor and advise students
- Fully integrate current technology to enhance teaching and the educational experience where appropriate
- Engage in professional development activities
- Represent WSC at local, regional, and national conferences
- Hold regular office hours
- Maintain a clean, safe, and accessible classroom and lab space
- Create a system to receive, store, control, and account for grant-based resources and donations to the program
- Maintain current knowledge of issues and concerns within the profession
- Participate in program review, revision and on-going accreditation activities
- Perform other duties as assigned by the department chair, dean or vice president for instruction

Minimum Qualifications

- Bachelor's degree in a transportation related field or other closely related field (or) equivalent work/life experience in a related field
- Teaching experience in industry and/or the college or university level preferred
- Ability to demonstrate innovative approaches to teaching
- Knowledge of and ability to appraise the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students
- Sensitivity to the needs, problems and challenges associated with the diversity of the community-college student population
- Ability to use technology effectively in the classroom
- Effective oral and written communication skills
- Ability to work cooperatively with others