

Job Classification: Exempt, Full-Time Contract Faculty/Program Coordinator

Work Schedule: Based on Employment Terms as outlined in the Faculty Association Agreement

Compensation: Based on Faculty Association Agreement Salary Schedule and Terms
(Minimum Base Salary of: \$46,828 for annual 183-days contract term)

Reporting Relationship: Dean of Advanced Technologies

Primary Accountabilities:

The Social/ Behavioral Sciences Coordinator is a dual role responsible for providing instruction for social and behavioral courses, which include sociology, psychology, marriage and family and/or other courses as assigned, as well as provide consultation/counseling intervention for students.

Primary Responsibilities:

I. Instructor responsibilities include:

- a) Mastery of Subject Matter
 - Demonstrate a thorough and accurate knowledge of the field or discipline
 - Display an ability to interpret and evaluate theories in the field or discipline
 - Connect subject matter with relatable professional/employment fields of students
 - Stay current in subject matter through professional development
- b) Teaching Performance
 - Work constantly to instill in students the technical and academic competencies and employment behavior expected.
 - Prepare for class and lab instruction through appropriately outlined syllabus and be able to provide written evidence of preparation upon request.
 - Employ a variety of instructional techniques, modalities (utilization of Learning Management System), and instructional media consistent with the multitude of resources available applicable to meet the needs and capabilities of the curriculum.
 - Develop and maintain a classroom environment conducive to effective learning focused on student-centered practices.
 - Support students through retentions efforts to include recitation opportunities, office hours, and utilization of supportive academic resource measures
 - Develop and enforce appropriate rules and expectations of students in the classroom setting compliant with MATC policies/procedures and that result in a safe, effective learning environment.
 - Meet and conduct assigned classes as scheduled and in a professional manner.
 - Maintain standards of teaching at the collegiate level and perform according to the Standards of Performance outlined in the MATC policies and procedures.
- c) Evaluation of Student Learning
 - Effectively administer assessment of student learning and technical objectives.
 - Maintain accurate, complete, and correct records as required by accreditation standards, federal/state regulations, and administrative guidelines.
 - Record and submit rosters and final grades as required per college processes

II. Consultant/Counselor responsibilities include:

a) Counseling of students individually and in groups

- Conducting comprehensive counseling evaluations that include but are not limited to the assessment of intellectual, developmental, academic, social/emotional and behavioral status.
- Interpreting and utilizing assessment data for the purpose of writing counseling reports and developing written intervention plans.
- Coordinate with the Teaching and Learning Center, Student Services, instructors, and administration in support of the success of students.
- Per Title IX compliance provide support services under legally protected confidentiality.

III. College Community Responsibilities:

a) Support of College Policies and Procedures

- Effectively manage the departmental budget and work closely with MATC staff to ensure that all assets, materials, supplies, etc., are properly managed and documented per college policy and procedures.
- Advise students, in cooperation with counselors, administrators, etc., in order to ensure that effective services are identified that will assist students in achieving their objective.
- Ensure that safe and reasonable precautions are implemented to protect students, equipment, and facilities.

b) Participation in College and Program Activities

- Attend and participate in staff and faculty meetings, college committees, and college activities.
- Participate in professional development opportunities both within and outside MATC.
- Engagement with state meetings, through KBOR, regarding compliance of curriculum of program discipline.

c) Contribution to the Growth and Enhancement of College Mission and Programs

- Communicate effectively with staff, students, and the public on the mission and operation of Manhattan Area Technical College and the specific program.
- Cooperate with other members of the MATC staff in planning instructional goals, objectives, and methods.
- Assist in the operation and management of MATC through effective planning and communication with administration and all staff personnel.
- Assist in the selection of resource materials and equipment and make facility improvement recommendations.

d) Perform other duties as assigned by the supervisor.

Qualifications:

- Master's Degree in sociology, social work, psychology, or related field required; Doctorate degree preferred;
- Two (2) years of post-secondary teaching experience required;
- Training in accredited counseling program or higher education institution preferred

- Experience in working with a Learning Management System preferred;
- Ability to communicate clearly and present oneself professionally through verbal, nonverbal and written skills.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations
- Consistently demonstrate the highest levels of integrity and professionalism;
- Ability to work independently or in a team-environment and to interact effectively and professionally with students, staff, and faculty.
- Ability to demonstrate and practice a student-centered approach
- Consistently demonstrate the highest levels of integrity and professionalism.
- Proficient with Microsoft Software (ie. Word, Excel, PowerPoint, Outlook, Teams, etc)

Physical Demands:

- Ability to sit or stand for extended periods of time.
- Ability to read screens and print material, and communicate effectively via email, in-person, and phone.
- Ability to lift and move supplies up to twenty-five (25) lbs.
- Ability to work occasional evenings and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Regular interaction with students, staff and guests.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. **This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.**
2. **Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements.**
3. **Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.**
4. **All ‘offers of employment’ are subject to criminal background check prior to employment.**