

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Faculty – Criminal Justice
DATE: April 2024
SUPERVISION RECEIVED: Dean of Academics

DEPARTMENT: Academic Affairs/Transfer/CTE
FLSA STATUS: Full-Time, Tenure-Track Faculty
SUPERVISION EXERCISED: Student
Employees; Work Study Students; Enrollment
Management Specialists; Recruiting

POSITION NUMBER: F99995

SALARY RANGE: \$38,000-\$76,000

**** WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE ****

SUMMARY OF WORK:

Dawson Community College invites qualified candidates to apply for the full-time, tenure-track faculty position. This full-time faculty position is responsible for instructing courses in criminal justice, law enforcement, and other closely related fields. Instructional faculty have the important responsibility of creating an innovative learning environment both inside and outside the classroom to inspire success and excellence in student learning.

The Criminal Justice program is both a transfer program and a career and technical program. This full-time instructor will collaborate with department and college personnel in the areas of program development, learning assessment, continuous improvement, student recruitment and retention, and developing articulation agreements. The instructor will also be responsible to assemble and meet regularly with a program advisory committee, develop connections and partnerships with criminal justice and law enforcement agencies and personnel, and assist students with job search and placement. Additionally, the instructor will assist with the recruitment and selection of adjunct instructors to teach program-related courses and workshops. **This position will operate on a ten (10) month contract.**

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to diversity, equity, inclusivity, and learning.

Professionalism at Dawson Community College includes being mindful of our actions when working with students, colleagues, co-workers, and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others are an expected part of all Dawson Community College job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES – CTE Faculty Duties:

- Provide administrative support for the program including student advising, recruitment of students, development of class schedules at a variety of times, staffing of adjuncts, and evaluation of instruction.
- Demonstrate a commitment to student engagement, student success, and instructional excellence.
- Maintain access to students through posted office hours and electronic communication.
- Advise students in course selection(s) and graduation requirements.
- Maintain current knowledge, participate in professional development for effective teaching methodologies, and utilize a variety of instructional delivery methods, classroom media, and educational resources.
- Review program curriculum, develop/adjust educational courses based upon need, and use the Institutional Effectiveness System for appropriate approvals.
- Recommend and coordinate provisions for textbooks and course/lab materials.

- Supervise and facilitate internship experiences, and student observations and encourage overall student professional development opportunities.
- Work with high school to offer concurrent and/or dual enrollment courses, supervision, and guidance.
- Work with the Dean of Academics to provide input into the budget process, assure adequate resources are available, and recommend needed equipment and supplies for the program.
- Represent the College and Department in the community and during campus events, and serve on appropriate committees.
- Demonstrate a positive and professional relationship with students, colleagues, alumni, administration, community, and external partners.
- Perform other related duties as the Dean of Academics may assign for the good of the College.

DUTIES AND RESPONSIBILITIES – CTE Director Duties:

- Meet regularly with the advisory committee for program and course improvement, training needs, changes in the industry, etc.
- Responsible for the ongoing development of the Program to meet the needs of transfer and career and technical students.
- Collect and analyze program data; enrollment, graduation rates, employment, etc. for the purpose of program review
- Develop and update articulation agreements.
- Ensure congruence of program policies and procedures with those of Dawson Community College.
- Ensure compliance with regulatory bodies including but not limited to the Board of Trustees, Board of Regents, and Northwest Commission on Colleges and Universities.
- Perform other related duties as the Dean of Academics may assign for the good of the College.

MINIMUM REQUIREMENTS:

- Master's Degree in Criminal Justice or another directly related field. All coursework must be from an American-accredited college or university.
- A minimum of three (3) years of teaching experience including but not limited to: In-person, professional, post-secondary, and/or secondary level.
- Demonstrated effective communication skills and demonstrated ability to build strong relationships with local high schools, workforce partners, and community organizations.
- Demonstrated ability to work independently, while also communicating with internal and external partners.

PREFERRED REQUIREMENTS:

- Doctorate Degree in Criminal Justice or another closely related field.
- Experience teaching with a variety of instructional modalities, including in-person, online, HyFlex, and hybrid.
- Ability to teach courses in Sociology and Political Science in addition to Criminal Justice (requires a minimum of nine [9] graduate-level credits in the aforementioned disciplines or closely –related disciplines).

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity provider.

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department

hr@dawson.edu

406-377-9430

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Josh Engle, Title IX Coordinator. Telephone: (406) 377-9491. Email: jengle@dawson.edu . Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Matt Hull, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: mhull@dawson.edu Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

ACKNOWLEDGEMENT

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. I acknowledge that I have read and understood the above position description and have received a copy:

Employee

Date