

**NORTHWEST IOWA COMMUNITY COLLEGE  
SHELDON, IOWA**

**JOB DESCRIPTION**

**TITLE:** Part-Time Alternative High School Instructor

**DIVISION:** Student and Academic Services

**BASIC FUNCTION:** To provide instruction and coordinate necessary support services for the effective operation of the alternative high school. This is an hourly position, nine months. The individual will work up to 28 hours per week (August-May).

**QUALIFICATIONS:** *Required* – Bachelor’s degree with Iowa Secondary Teaching Certificate and knowledge of current software applications.

*Preferred* – Degree in a general education area; endorsement in language arts; three years of teaching experience; experience in an alternative setting; and bilingual in English and Spanish languages.

*Copies of all academic transcripts are required. Unofficial copies are acceptable at the time of application. Upon receipt of a conditional offer of employment, a complete set of original transcripts will be required.*

**DESIRED QUALITIES AND CHARACTERISTICS:**

1. Good communication and math skills
2. Ability to explain concepts at a variety of levels.
3. Ability to work independently.
4. Provide supervision.
5. Demonstrate professionalism in dealing with students.

**DUTIES/RESPONSIBILITIES:**

1. Provide high school instruction in variety of academic areas on an individualized, small group or large group basis as needed.
2. Develop curriculum and write tests as needed.
3. Communicate to students, program expectations through activities such as orientation and student handbook.
4. Serve as a communication link to the student, the high school, the parent, or the social service agency as appropriate.
5. Work with other NCC staff and local high school staff to address individual needs and establish individual plans of study.
6. Administer, score, and interpret various assessments.
7. Be responsible for daily record keeping.
8. Issue grades.
9. Assist in the supervision and documentation of supplemental activities, such as childcare, transportation, and meal reimbursement.
10. Participate in the formation and implementation of philosophies, policies, and procedures for the alternative high school.
11. Responsible for credit recovery, as needed.
12. Serve on committees as appropriate.
13. Any other duties that may be assigned.

**GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:**

**PHYSICAL ACTIVITY**

N = Not Applicable

O = Occasional (10-33%)

C = Constant (67-100%)

S = Seldom (1-9%)

F = Frequent (34-66%)

- F     Stooping: Bending body downward and forward by bending spine at the waist.
- O     Kneeling: Bending legs at knee to come to a rest on knee and hands.
- S     Crouching: Bending body downward and forward by bending leg and spine.
- N     Crawling: Moving about on hands and knees or hands and feet.
- O     Reaching: Extending hand(s) and arm(s) in any direction.
- O     Standing: Particularly for sustained periods of time.
- F     Sitting: Particularly for sustained periods of time.
- S     Walking: Moving about on foot to accomplish task, particularly for longer distances.
- N     Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- N     Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- S     Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. boxes)
- F     Grasping: Applying pressure to an object with the fingers and palm.
- C     Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
- C     Hearing: Perceiving the nature of sounds.
- N     Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc.
- N     Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
- S     Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
- C     Visual Acuity: View computer and/or close visual work less than 18" of distance.
- S     Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Both own transportation is needed or NCC provides transportation.)

**ENVIRONMENTAL CONDITIONS**

None. Worker is not substantially exposed to adverse environmental conditions such as in typical office or administrative work.

**The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.**

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**WAGE/SALARY RANGE:** \$18.00 to \$21.00 per hour.

**APPLICATION CLOSING DATE:** Applications accepted until the position is filled.

**ANTICIPATED EMPLOYMENT DATE:** Summer 2022.

**APPLICATION PROCESS:** Applications will be accepted until the position is filled. If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. ***Do not*** state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. ***When indicated, copies of all academic transcripts must be included.***

**SELECTION PROCESS:** Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

**FOR INFORMATION CONTACT:** Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or email: [rcarlson@nwiicc.edu](mailto:rcarlson@nwiicc.edu).

*It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).*

*If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, room D403b or room A101D, email [equity@nwiicc.edu](mailto:equity@nwiicc.edu), phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Fax: (312) 730-1576, TDD: (800) 877-8339, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).*