CAPE FEAR COMMUNITY COLLEGE
LEAD INSTRUCTOR

DEFINITION
To lead, oversee, and participate in the work of staff responsible for providing classroom and laboratory instructional services; and to perform a variety of administrative tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class in the instructor series. Positions at this level are distinguished from other classes within the series by the high level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series and are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from an Instructional Department Chairperson.

Exercises functional and technical supervision over lower level instructional staff.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

**Essential Functions:**

Lead, plan, provide training to, and review the work of staff responsible for providing classroom instruction and laboratory demonstration services relating to a specific academic program; prepare annual, written evaluations of assigned instructors.

Submit class schedules and book orders for courses in assigned program areas.

Research and develop new courses and areas of study.

Supervise the use of and operate various instructional equipment and tools; provide instructional demonstrations on mechanical machinery or other equipment as appropriate; develop laboratory assignments to provide hands on experience as appropriate.

Develop class outlines and establish guidelines for various courses; prepare lesson plans and supplemental teaching materials; schedule classroom activities.

Communicate with upper level instructional staff regarding ongoing implementation and evaluation of assigned instructional programs; participate in systematic program evaluation.
LEAD INSTRUCTOR (Continued)

Essential Functions (continued):

Train new instructors in classroom or laboratory instruction methods, techniques, and in assembling and using equipment.

Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.

Provide classroom and laboratory instruction to students.

Develop and prepare tests to evaluate student performance; grade and record individual scores.

Participate in a variety of student related administrative activities including reviewing admission requirements, progress and qualifications for graduation; may participate in recommending graduates for employment and various licensing requirements.

Act as an advisor and counselor to students; provide individual tutoring to students outside of the classroom as needed; participate in student recruitment efforts.

Lead and participate in curriculum development, evaluation and change; ensure that curriculum contributes to the development of skills, knowledge and abilities which prepare students for selected vocations; schedule, conduct and attend faculty meetings as required.

Maintain accurate records of student attendance and performance; maintain other records and data bases according to program needs or accreditation requirements.

Review available instructional materials; maintain laboratory equipment and supply inventory levels; test and make minor repairs on equipment; estimate time, materials, and equipment required for various assignments; requisition materials and supplies as required; submit requests for materials, supplies and equipment to upper level instructional staff as a part of the annual budget process; may also submit requisitions for facilities needs based on space evaluation.
LEAD INSTRUCTOR (Continued)

Other Important Functions:

Ensure the adherence to safe and appropriate work practices and procedures.

Respond to student or public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Fill in for other instructors as needed.

Assess the relevancy and impact of various lessons; revise and improve lesson format; evaluate various text books and select books to be used for future classes.

Oversee and participate in field studies and assignments; travel with students to provide assistance and instruction as appropriate.

Plan and conduct semi-annual advisory committee meetings (required for nursing faculty).

Demonstrate competence regarding the handling of hazardous substances such as blood born pathogens; continually undergo training and train students in such procedures (required for all nursing faculty).

Demonstrate community involvement (required for all nursing faculty).

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive and modern academic program.

Principles of lead supervision and training.

Methods and techniques of classroom and laboratory instruction related to the area of work assigned.

Operational characteristics of instructional equipment and tools used in the classroom or laboratory.

Principles and procedures of academic and instructional program development and administration.

Principles and practices of curriculum development and instructional teaching strategies.
Current trends, research findings and developments in the area of assignment.

**LEAD INSTRUCTOR (Continued)**

**Ability to:**

Lead, organize, and review the work of instructional staff in the area of work assigned.

Independently perform classroom and laboratory instructional activities in the area of work assigned.

Research and develop new courses and instructional programs.

Interpret, explain, and enforce college policies and procedures.

Operate a variety of instructional equipment in a safe and effective manner.

Interpret and apply college goals, objectives, policies, procedures, rules and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Effectively direct the activities of the academic area to which assigned in support of the college.

Gain cooperation through discussion and persuasion.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Understand and follow oral and written instructions.

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- communicating with others
- operating assigned equipment
- handling varied tasks simultaneously.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- standing or sitting for extended periods of time
- preparing and presenting instructional material
- operating assigned equipment.

Maintain mental capacity which allows the capability of:

- making sound decisions
LEAD INSTRUCTOR (Continued)

Ability to (continued):

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two to three years of increasingly responsible classroom instruction experience preferred.

For nursing faculty, a minimum of two years of full-time employment in clinical nursing as a registered nurse is required. Teaching experience required for the ADN program Coordinators at levels I and II is one year, while the LPN program Coordinator must have two years of experience.

Training:

A degree from an accredited college or university or specialized training at the level required to meet SACS criteria for academic and professional preparation of the assigned area of instruction.

For nursing faculty, evidence of academic preparation consistent with the North Carolina Board of Nursing’s Approval of Nursing Programs: Process and Standards is required. A bachelor’s degree in nursing is required for the LPN Program Coordinator, while the ADN Program Coordinators I and II must have both bachelor’s and master’s degrees, one of which should be in nursing. It is preferred that the master’s degree be in nursing.

License or Certificate:

For nursing faculty, current, unrestricted licensing as a registered nurse in North Carolina is required.