



COMMUNITY COLLEGES OF SPOKANE
invites applications for the position of:

Addiction Studies Instructor - Tenure Track

SALARY: See Position Description

OPENING DATE: 08/24/18

CLOSING DATE: 09/24/18 04:00 PM

DESCRIPTION:

Spokane Falls Community College is seeking qualified candidates for consideration of employment as an Addiction Studies Instructor for this full-time, tenure track position in the Human Services Department, in the Social Sciences, Accounting, Economics, and Human Services Division. We seek applicants with a high degree of professionalism, a strong commitment to our students, diversity and global awareness, and the ability to motivate and educate in an engaging manner. The college strives for faculty who are content experts and who are knowledgeable about best practices, innovative strategies, and instructional technologies that support teaching and learning.

The Human Services Department is a large, diverse department with a strong regional reputation for innovation and excellence and strong commitment to community engagement. The Human Services Department is committed to be an inclusive community that strives for equity and enhancement of the diversity of the College's community and curriculum.

DUTIES AND RESPONSIBILITIES

- Prepares for and instructs, through traditional classroom and distance education modes, transfer-level and career technical classes in the discipline of Addiction Studies. Examples of the types of courses typically assigned may include but are not limited to: Survey of Addictions, Addiction Counseling Techniques, Treatment Theories for Addictions, Family Systems and Adolescent Treatment in Addictions, Current Issues in Chemical Dependency, and Practicum. Assignments may be at off-campus centers and may include evening and/or weekend classes.
- Provides availability and accessibility to students for purpose of academic consulting and support, in a manner appropriate to meet student needs, through a combination of scheduled office hours, e-mail accessibility or other effective means of responsive and timely communication.
- Communicates expectations and establishes clear grading criteria through appropriate instructional means, to include but not limited to developing course syllabi, handouts, and materials supporting the instructional process; evaluates student progress and provides clear, timely feedback.
- Actively coordinates interdisciplinary program and program review as the Program Lead: typical duties include, but are not limited to program representation (point of contact for CCS, faculty, community partners, and grants), scheduling, coordination of adjunct faculty and hourly staff, program planning (advisory board, equipment, discipline meetings, etc.), liaison between Grant staff and Addiction Studies Program, and program and marketing support.
- Participates in district, division, department, or general faculty meetings; in-service training; curriculum development; academic consulting; workshops or seminars; service on district or college councils or committees, or other activities within the scope of the position.
- Complies with state and federal law applicable to professional duties and responsibilities; Follows established procedures in areas such as printing, turning in grades, bookstore orders, office support, student financial aid requirements, safety and health issues and related administrative processes.
- Support and advance the CCS strategic plan, and perform other duties as assigned.
- In addition, faculty may:

- Coordinates community field sites and supervises students in practicum experience;
- Instruct courses in related disciplines based upon individual qualifications and expertise.
- Supervise paraprofessional employees or direct the work of assigned work-study students. Responsible for ensuring assigned staff adhere to acceptable behavior and performance standards. Demonstrate that assigned staff have been informed how behavior and performance will be assessed, receive timely and accurate feedback regarding performance, and any observed performance and behavioral problems are corrected promptly.
- Work evening, alternative schedules, summer or at alternative work locations consistent with the terms of the collective bargaining agreement.
- Advise student clubs or associations.

COMPETENCIES & OTHER REQUIREMENTS:

REQUIRED COMPETENCIES (Minimum Qualifications)

- An earned Master's degree in Human Services related field (Mental Health, Social Work, Addiction Studies/Chemical Dependency) from an accredited institution with emphasis and concentration in the teaching areas outlined above.
- Washington State current Chemical Dependency Professional Certification (CDP).
- A minimum of two years of recent work experience in the field.
- Ability to teach the skills within their area of specialization.
- Ability to teach, mentor, and provide academic consulting to a diverse student population.
- Strong work ethic, interpersonal skills, and ability to be a team player.
- Acceptance of the responsibility to promote the welfare and best interests of students at all times.
- Acceptance of and willingness to support the role that community colleges serve in higher education, and specifically the mission, values, goals and objectives of the Community Colleges of Spokane.
- Ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution and the community/technical college system.
- Demonstrated commitment to student success in classes comprised of students with a wide range of abilities.
- Acceptance of the responsibility to promote the welfare and best interests of students. Demonstrated commitment to fostering and supporting a teaching, learning and working environment that honors diversity, equity and inclusion.

PREFERRED COMPETENCIES (Desirable Qualifications)

- A Doctorate in Addiction Studies/Chemical Dependency or equivalent from an accredited institution.
- License in Mental health, Social Work, or other Related Human Services Field.
- Additional recent work experience in the field.
- A demonstrated success in regular and substantive interaction in online teaching.
- Additional teaching experience either onsite, online, community college, or other.
- Leadership/managerial qualities.
- Knowledge and/or experience with curriculum and teaching strategies to meet the needs of diverse student populations.
- Active in national, regional and/or local professional organizations relative to the profession.

CONDITIONS/TERMS OF EMPLOYMENT:

TERMS OF EMPLOYMENT

This is a full-time, tenure track position with an entry level base salary (for a 175-day academic year contract) of **\$49,414 - \$52,280 / year**. Future advancement in base salary, up to the current maximum of 72,803, is based upon a combination of years of service accrued at our college and professional development activity.

Faculty have potential to earn up to \$108,241 (average annual salary paid to our 20 highest earning faculty during FY2014/15). FY 2014/15 average annual faculty salary (all faculty) was

\$70,544. Annual salary is comprised of base salary plus any combination of academic year overload contracts, summer effort contracts, project stipends, student club advising stipends, and/or department chair /program lead faculty stipends consistent with the provisions of the current collective bargaining agreement between CCS and the Association for Higher Education (AHE).

* **Total compensation: \$64,818 - \$67,940.** Total compensation is an estimate based upon base compensation, current employer-paid health and related benefit contribution rates and median retirement fund contributions. The actual total will vary depending upon each employee's enrollment choices.

CCS reserves the right to cancel this recruitment without notice. Academic employees are represented by the Association of Higher Education (AHE), which is affiliated with NEA and WEA. AHE membership or payment of representation fee is required. Anticipated date of employment is **Winter 2019.**

CONDITIONS FOR EMPLOYMENT

An offer of employment will not carry with it any responsibility or obligation on the part of the District to sponsor an H1-B visa. Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. In addition, the Community Colleges of Spokane maintains a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment. *Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.*

REQUIRED APPLICATION MATERIALS:

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- CCS online application including supplemental questions.
- Cover letter addressing your qualifications as applied to the duties, responsibilities, and competencies of this position. *
- Comprehensive curriculum vitae including a copy of valid Washington State CDP Certificate. *
- Names, addresses, and telephone numbers of three professional references.*
- College transcript(s) * - unofficial/copies of transcripts are acceptable for initial application, official copies must be submitted upon acceptance of job offer.

NOTE: All of the above are required to ensure your consideration for this position. **The item(s) marked with an asterisk are required attachments to your application prior to submission.**

Community Colleges of Spokane does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, parental status or families with children, status as a mother breastfeeding her child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of trained guide dog or service animal by a person with disability, genetic information or any other legally protected category. Please direct all inquiries regarding compliance with access, equal opportunity and/or grievances to the Chief Administration Officer, Community Colleges of Spokane, 501 N. Riverpoint Blvd., PO Box 6000, MS 1004, Spokane WA 99217-6000 or call 509-434-5037; WA Telecommunication Relay Services (TRS) 1-800-833-6384 or 7-1-1.

APPLICATIONS MUST BE FILED ONLINE AT:
<http://ccs.spokane.edu>

Position #18.234
ADDICTION STUDIES INSTRUCTOR - TENURE TRACK
TM

CCS HUMAN RESOURCES OFFICE IS LOCATED AT:

501 N Riverpoint Blvd, Suite 125
Spokane, WA 99217
509-434-5040

ccsrecruiter@ccs.spokane.edu

Addiction Studies Instructor - Tenure Track Supplemental Questionnaire

- * 1. Have you completed a Master's degree (or higher) in Human Services related field (Mental Health, Social Work, Addiction Studies/Chemical Dependency) from an accredited institution?
 Yes No

- * 2. Do you have field (work) experience in addiction treatment?
 Yes No

- * 3. Have you met all of the WA State requirements and do you hold a current and unsupervised CDP?
 Yes No

- * 4. Please describe the qualities and/or abilities that make you a good teacher, and provide examples of how you've used those qualities/abilities in the past. If you have experience teaching in a formal setting, please describe that as well.

- * Required Question