

The following is an example of a job description from the Community College of Aurora that highlights the college's commitment to diversity, equity, and inclusion.

**COMMUNITY COLLEGE OF AURORA  
invites applications for the position of:**



**Chair, Early Childhood Education,  
Education & Translation and  
Interpretation (12-month)**

**SALARY:** \$59,915.00 - \$83,786.00 Annually

**DIVISION:** Academic Services

**OPENING  
DATE:** 03/07/23

**CLOSING  
DATE:** Continuous

**DESCRIPTION:**

**OVERVIEW OF CCA**

The Community College of Aurora serves our diverse community by providing high-quality instruction and support services to prepare students for transfer and employment. We are particularly interested in applicants that demonstrate a commitment to working with individuals and groups from diverse identities, including but not limited to: socioeconomic, cultural, sexual orientation, gender identity expression, disability, multilingual learners, veterans, non-traditional, race and ethnic backgrounds We actively promote a dynamic learning environment in which qualified individuals of differing perspectives and cultural backgrounds pursue academic goals with mutual respect and shared inquiry.

More than 20 different languages and 60 countries are represented at CCA. In addition to traditional degree and certificate programs, CCA offers non-credit professional development courses, customized training, and economic and workforce development resources to employer partners and individual professionals seeking to enhance the capacity and productivity of their workforce or individual knowledge and skills.

The college centers diversity, equity, and inclusion, and we actively seek to employ partners who want to join us in working to reduce outcomes gaps among our diverse student population.

**POSITION SUMMARY:**

The Chair leads, coordinates, supports, and collaborates with the department faculty and adjunct instructors in work and initiatives aimed at supporting the college vision, mission, and strategic plan. Importantly, the Chair shares a commitment to and exemplifies principles of equity, diversity, and inclusion in all work done within the department and as part of the college community.

The Chair, as a faculty member, maintains a commitment to high-quality instruction and the ongoing pursuit of excellence.

As an active member of the CCA community, the Chair embraces and exemplifies the college values of respect, collaboration, quality, access, diversity, and inclusion when participating in a variety of institutional initiatives and activities, serving on committees, being a member of the

Division Leadership Team, and representing the college, the division, and the department to assigned groups and tasks.

## **EXAMPLES OF ESSENTIAL DUTIES:**

The Department Chair provides excellent leadership and management in the following areas.

### **Leadership, Program Management, and Support**

- Collaborate with faculty and instructors in the design and implementation of department plans that support the college mission, vision, strategic plan, and equity and inclusion goals.
- Exemplify and maintain a positive climate of collaboration and inclusiveness inside and outside the department
- Foster a culture of academic excellence and culturally relevant pedagogy.
- Mentor faculty and instructors for professional growth by offering professional development opportunities within the department, and encouraging and facilitating the attendance of those provided by the college and professional organizations.
- Foster and support faculty and instructors in efforts oriented to closing the gap for historically underserved students.
- Utilize department/program reviews to improve department operations and increase student achievement.
- Use disaggregated qualitative and quantitative data to improve department programs, operations, and increase student achievement.
- Implement an equity lens when performing teaching observations, coaching faculty and instructors, and performance evaluations.
- Engage in and cultivate partnerships with external stakeholders as well as other academic departments and institutional units and offices.
- Conduct regular program reviews according to college guidelines.
- Monitor and implement statewide curriculum initiatives.
- Lead course and program development as well as curriculum changes, working with the Curriculum Committee for a timely and accurate reflection in the college catalog.
- Coordinate departmental promotion with the college Communications office, Outreach and Recruitment, and Pathway advisors.
- Facilitate resources for the organization and offering of extracurricular events sponsored by the department and attend them.
- Coordinate the offering and/or participation in professional development activities related to assessment of student learning.
- Develop and submit accurate course schedules based on enrollment trends and program curricula.
- Monitor course enrollment and open or close courses based on registration reports.
- Develop and oversee operating budgets.
- Approve and oversee concurrent enrollment instructors and courses.

### **Teaching**

- Teach 12 credits per academic year in the department.
- Demonstrate creativity and originality in course, lesson, and assessment design
- Incorporate high impact practices into pedagogy.
- Include student-centered practices within teaching and course preparation such as student feedback, student experiences, and/or student learning outcomes.
- Effectively navigate classroom dynamics when issues of equity arise with ability to recognize historical contributions to inequities from the academic discipline.
- Actively engage in assessment of student learning and utilize disaggregated quantitative and qualitative data to inform changes in teaching and learning practices.

### **Assessment of Student Academic Achievement**

- Foster a culture of assessment of student learning to support the college in the goal to erase equity gaps.
- Oversee the development, performance of, and completion of course, program, and institutional assessment plans according to college guidelines.
- Coach faculty and instructors in the design and implementation of strategies aimed at improving student learning based on assessment findings.
- Submit assessment reports including plans for modifying instructional practices.
- Incorporate student centered practices such as including student feedback, student experiences, and/or student learning outcomes in decision-making.
- Ability to embrace change in a dynamic higher education setting.

## TYPICAL QUALIFICATIONS:

CRS 23-60-304 indicates that postsecondary CTE faculty, instructors, or part-time hourly experts (concurrent enrollment and non-concurrent enrollment) must hold a valid CTE postsecondary credential. This credential ensures that the CTE program provides students with the well qualified instructors possessing appropriate occupational and educational experience.

The qualifications and CTE credential eligibility criteria for this position are:

- Content Knowledge Evidence - Master's degree in Early Childhood Education, Education or a closely-related discipline from a regionally accredited institution with 18 graduate credits in one of the disciplines aforementioned.
- Unofficial transcripts must be provided as part of the application materials.
- Occupational Experience Evidence - 2000 hours within last 7 years of paid and/or unpaid verifiable professional experience (non-teaching) in the field or related field (1-year full time equates to approximately 2000 hours). The finalist will have to provide some evidence of occupational experience in the industry during the hiring process.
- Demonstrated culturally responsive, student-centered approach to teaching and learning.

## PREFERRED QUALIFICATIONS:

- Demonstrated prior leadership experience in academic instruction, including mentoring faculty.
- Experience with assessment of academic programs.
- Demonstrated ability to work cooperatively with people of diverse identities, and willingness to engage in professional development activities to improve understanding and effectiveness of working with racially, culturally, and linguistically diverse populations.
- Experience working at a Hispanic Serving institution, and/or Minority Serving Institution and/or in programs aimed at encouraging access, retention, and completion of diverse student populations.
- Understanding of the mission and purpose of a community college including equity minded practice and inclusive excellence.

## SUPPLEMENTAL INFORMATION:

**Salary Range:** Anticipated starting salary range: \$59,915 .00-\$83,786.00. This salary is determined by the qualifications of the selected candidate balanced with departmental budget availability, internal salary equity considerations, and available market information. CCA offers an excellent [benefit plan](#), including generous leave, holiday, and education benefits.

**Deadline to Submit Application Material:** An initial review of applications will begin on Monday, March 27, 2023 and continue until the position is filled.

**Application Process:** When submitting your online application, please include a cover letter, current resume, and professional references. Official transcripts showing the highest degree achieved should be submitted to [HR@ccaaurora.edu](mailto:HR@ccaaurora.edu) upon offer of employment. If you have

questions regarding this position, please contact us at [HR@ccaaurora.edu](mailto:HR@ccaaurora.edu). By applying for this announced position, applicants are certifying that all statements, information and documents provided are true, complete and correct to the best of their knowledge and are made in good faith. Further, applicants understand that omissions, misleading, false or untrue information, or any attempt at fraud or deceit in any manner connected with this application and/or subsequent testing may result in them not being considered for jobs with the Community College of Aurora; may constitute grounds for discipline and/or termination after hire; and/or constitute grounds for further actions pursuant to law.

**Application Checklist Complete Applications must include the following documents:**

- A complete online application
- A cover letter that describes how your experience aligns with the minimum and preferred qualifications of this position
- A current resume uploaded as an attachment to your online application
- Candidates identified as finalists must provide three to five professional references, at least two of which must include a current direct supervisor and most recent supervisor. If you cannot provide two supervisor references, an opportunity will be afforded for discussion and consideration of alternative references with the CCA Human Resource Office. Please note, out of professional courtesy to you, we will not contact your current supervisor without first providing notice to you as a candidate and only when a contingent offer is pending in order to protect the confidentiality of your application to the full extent possible.
- You are required to provide a copy of your official or unofficial transcript showing that your degree has been conferred and the name of your school, or your NACES accreditation. Please submit this as an attachment to your online application
- For any questions or technical issues please contact [HR@CCAurora.ed](mailto:HR@CCAurora.ed)

**Notice to all Applicants:**

- Proof of eligibility to work in the United States must be produced within three (3) days of hire.
- Direct deposit of payroll is a condition of employment.
- Final candidate is subject to a criminal background check prior to final selection process.
- Final candidate is required to submit official transcripts to Human Resources within fourteen (14) days of hire.
- CCA is affiliated with the Colorado Public Employees Retirement Association (PERA) and as such, employees contribute to PERA in lieu of Social Security for retirement benefits. For more information, visit the [COPERA web page](#).
- Individuals currently or formerly employed by the Colorado Community College System or one of its 13 colleges, and/or who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application material.
- For information regarding civil rights or grievance procedures, contact our Title IX Compliance/Equal Opportunity Officer, Cindy Hesse, Director of Human Resources at 16000 E. CentreTech Parkway, Suite A207, Aurora, Colorado 80011 or by phone at 303-360-4752, or e-mail at [Cindy.Hesse@CCAurora.edu](mailto:Cindy.Hesse@CCAurora.edu).

**Colorado Residency Requirement:**

Eligible applicants must be either a current Colorado resident or be able to provide proof of residency in Colorado within 30 days of the start date for the position, or they may be deemed ineligible for employment with the Community College of Aurora. Please contact [HR@CCAurora.edu](mailto:HR@CCAurora.edu) with any questions.

**Community College of Aurora Inclusive Excellence Statement:**

CCA embraces Inclusive Excellence because we want our students, staff, and faculty to learn and contribute within an inclusive environment. This means members of our college community will be active, respectful, and mindful of equity, diversity, and inclusion at all levels of engagement.

Inclusive Excellence will provide a foundation for student and institutional success. Recognizing our diversity is only the first step toward Inclusive Excellence.

We must also be intentional in valuing cultural differences and experiences, while incorporating them into practices, curricula, and policies.

### Welcoming, Respectful, Inclusive - Together, we are CCA.

**The Federal Clery Act:** (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees our agency's Annual Security Report. A copy of this information is available on the CCA website at the [Student Right to Know page](#). A paper copy of this report can be obtained at the College Security Office upon request. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Community College of Aurora, as well as public property within, or immediately adjacent to and accessible from, our campuses.

**ADAAA Accommodations:** Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Robert Callaway at 303-360-4733 or [Robert.Callaway@CCAurora.edu](mailto:Robert.Callaway@CCAurora.edu) at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

**Pregnancy Related Accommodations, Colorado Anti-Discrimination Act (CADA):** The Colorado Anti-Discrimination Act (CADA), allows applicants to request a reasonable accommodation for health conditions related to pregnancy or the physical recovery from childbirth. Candidates wishing to request reasonable accommodations must do so as soon as possible, preferably at least three days prior to the exam or interview. If you are an individual who wishes to request reasonable accommodations, please contact us at 303-360-4733 or [Robert.Callaway@CCAurora.edu](mailto:Robert.Callaway@CCAurora.edu).

**Non-Discrimination Statement:** The Community College of Aurora prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. For information regarding civil rights or grievance procedures, contact our Title IX Compliance/Equal Opportunity Officer, Cindy Hesse, Director of Human Resources at 16000 E. CentreTech Parkway, Suite A207, Aurora, Colorado 80011 or by phone at 303-360-4752, or e-mail at [Cindy.Hesse@CCAurora.edu](mailto:Cindy.Hesse@CCAurora.edu)

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.ccaurora.edu/>

16000 East CentreTech Parkway  
Career Services A102H  
Aurora, CO 80011-9036  
3033407231

[erica.hines@ccaaurora.edu](mailto:erica.hines@ccaaurora.edu)

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Position #300360  
CHAIR, EARLY CHILDHOOD EDUCATION, EDUCATION  
& TRANSLATION AND INTERPRETATION (12-MONTH)

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