



**COLORADO**  
**Early Colleges**  
Parker

**Job Title:** Adjunct Biology Instructor (Anatomy & Physiology)

### **Position Overview**

CECP is now taking applications for the 2018-19 school year. The selected candidate will teach BIO 106: Basic Anatomy and Physiology. The course focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program.

This course will be taught through Arapahoe Community College (ACC) on CECP's campus.

### **Major Duties and Responsibilities (Essential Functions)**

Demonstrates mastery of content area knowledge

- Demonstrates content area knowledge to teach the subject.
- Demonstrates relevant pedagogical knowledge to teach the subject.
- Conveys enthusiasm for and interest in content area to engage and inspire students for lifelong learning.

Plans and prepares lessons

- Creates instructional plans based on clear and measurable course, unit, and lesson objectives.
- Designs formal and informal assessments to accurately measure the established objectives.
- Designs learning to be cumulative.
- Develops course required materials, including syllabi, CECP web page, course resources, etc.

Delivers effective instruction

- Provides effective instruction to help students achieve mastery of course content and related skills.
- Communicates expectations clearly and provides regular and meaningful feedback to students and parents on academic progress.
- Engages students in higher-order thinking
- Monitors student achievement to ensure adequate progression towards course objectives and provides support as needed.
- Supports the interventions and accommodations that the Learning Specialist has developed for students.

Establishes classroom environment

- Creates a classroom culture of high academic expectations, diligence and mutual respect.
- Fairly enforces school discipline expectations for the purpose of student character growth.
- Strives to develop appropriate relationships with students.

Maintains high expectations

- Regularly communicates expectations of high standards to all students
- Goes above and beyond for the good of CECP, modeling this behavior to students

Meets professional expectations.

- Displays a high level of ethics and professionalism in working with students, staff members and parents and complies with school policies.
- Models character to students.
- Works collaboratively with other staff members and administration to improve student achievement
- Becomes adept at using Infinite Campus to consistently record grades and attendance.
- Continues to grow as an educator by attending professional development opportunities and mandatory meetings and reflecting on own instructional practice.
- Abides by CEC's instructional best practices expectations
- Prioritizes the safety and welfare of students while on campus.
- Communicates student achievement and academic progress to families on a regular basis.
- Actively develops a professional, positive, productive relationship with staff members.
- Completes other duties and responsibilities

### **Supervision Received**

A teacher's direct report is the Academic Dean. Additional supervision is provided by the Head of School. Teachers have the opportunity to work one-on-one with Instructional Coaches. Observations and walk-throughs occur frequently may be as often as once a week, including observations by a non-supervisory mentor teacher.

### **Qualifications & Skills**

**Education:** Master's Degree in one of the following: Biological Sciences, Molecular Biology, Anatomy and Physiology, Integrated Physiology, Cellular Biology, Exercise Science, Kinesiology, Neurobiology, Microbiology, Virology, Bacteriology, Mycology, Genetics, or Immunology

**OR**

M.D., D.O.

**Pay Scale:** This is a part-time position with the going rate of \$50/hr for the total of \$3,750 for the semester

### **Application Procedure**

Each teacher applicant is required to complete and submit all of the following documents and forms to be considered for employment:

- Letter of interest
- Resume
- Unofficial transcripts (official transcripts will eventually be requested before a hire is made)

All candidates must fill out CEC's electronic application found [here](#).

Additionally, all materials submitted should be current and specifically address the qualifications for this position.

Submit all of the above to **Dr. Alex Tuel, Head of School** at [alex.tuel@coloradoearlycolleges.org](mailto:alex.tuel@coloradoearlycolleges.org)

## **Conditions of Employment**

- All offers of employment are conditional to a successful background and references check.
- Please be advised that the CECP may choose to contact work references other than those listed on your application.
- Selected applicant is an employee at will.
- Selected applicant must comply with the Colorado State Board of Education's Drug-Free Workplace policy.
- As required by the Immigration Reform and Control Act (IRCA), the selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.

Colorado Early Colleges Parker is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, creed, color, gender, sexual orientation, national origin, age, religion, political affiliation, organizational membership, veteran's status, disability, or other non-job-related factors. This applies to all employment decisions.