

**Luna Community College**  
**Dual Credit Course Description – School of Business**  
**2018-2019 Academic Year**

**THIS POSTING IS FOR CURRENT HIGH SCHOOL TEACHERS WHO HAVE AGREED WITH THEIR HIGH SCHOOL THAT THEY WILL TEACH A DUAL CREDIT COURSE FOR LUNA COMMUNIT COLLEGE.**

**Posting Date:** 6/25/2018

**Application Deadline:** August 10, 2018

**Location:** High Schools in Northeastern New Mexico

**Department:** School of Business

**Course:** BUS102 Quantitative Methods in Business

**Employment Conditions:** Luna Community College is recruiting a pool of qualified licensed high school teachers, who meet the Higher Learning Commission and College requirements, to teach the dual credit courses in the high schools.

**Organizational Function and Responsibilities:** This position reports to the Academic Director of the School of Business and is responsible for the delivery of college courses in the high school setting. This includes following the college curriculum, implementing effective learning strategies, delivering instruction of college-level courses, assessing student learning based on college standards, and participating in college activities.

**Essential Duties:**

The following duties are typically expected of this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Ability to teach one or more courses in the following academic areas in the high school setting.
2. Works in partnership with a LCC academic director to ensure the integrity of college coursework is being met.
3. Allows the academic director to sit in on one classroom evaluation once a year.
4. Attends a new hire orientation and/or one mandatory professional development event each school year.
5. Acts as an advisor, tutor, and liaison for dual credit students.
6. Verifies course roster is accurate after registration has closed.
7. Submits grades to the Office of Registrar in a timely fashion.
8. Provides referrals to students regarding LCC Support services.

**Knowledge, Skills and Other Characteristics:**

Knowledge of adult learning theory, curriculum development and classroom, laboratory and field presentation techniques.

Knowledge of counseling and advising methods and techniques.

Knowledge of research methodology and information resources related to designated field.

Skill in supervising students in work experience settings.

Skill in preparing and presenting classroom lectures and laboratory work.

Ability to develop rapport with students and to ensure program success.

Ability to make decisions independently.

Ability to instruct diverse student populations.

**Qualifications**

Master's degree in a related field or

Master's degree with 18 graduate credit hours in the discipline other than their field of study.

**Application Process**

Submit (2 copies) an LCC dual credit teacher/course application, letter of interest, cv/resume, unofficial transcripts, and approval letter to:

Luna Community College

Dual Credit Coordinator

366 Luna Drive

Las Vegas, NM 87701

Phone #: (505) 454-5316