

TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

Adult Basic Skills Development Instructor At Snake River Correctional Institute

JOB TYPE – Full-time

DEADLINE – Open until filled

PAY – \$48,234 – Step 1 (additional steps may be granted per the CBA)

LOCATION – Snake River
Correctional Institute

REPORTS TO – Director of
Correctional Education

The Adult Basic Skills Development Instructor will conduct individual and group instruction in academic subjects at the Secondary and Adult levels at the Snake River Correctional Institute.

MINIMUM QUALIFICATIONS

Bachelor's Degree in education, educational administration or related field. Experience teaching Adult Basic Education, English as a Second Language ESL and/or GED. Experience in computer-assisted instruction; demonstrated ability to operate a computer-based learning lab. Security access to SRCI required. Must be able to work a flexible schedule including late afternoons and evenings.

PREFERRED QUALIFICATIONS

Master's degree in education, educational administration or related field. Experience in an open-entry/open-exit laboratory or comparable situation desired. Experience in a Correctional Education or Alternative Education program. Experience in CASAS assessment process. Some knowledge of the Oregon Learning Standards.

RESPONSIBILITIES

Instructional responsibilities will include but not be limited to:

- Monitor and evaluate learner progress, determine learning needs of students.
- Teach classes as assigned following approved course outline; prepare and develop material for assigned classes.
- Maintain record of attendance, student competencies, and progress.

- Participate in curriculum development; recommend textbooks and other instructional materials and equipment; recommend reference and library materials; recommend course revisions.
- Maintain college and institution facilities and equipment.
- Keep abreast of technological changes, developments in subject area, and innovative teaching methods, participate with other staff for ongoing program evaluation.
- Assist with academic advising and registration.
- Work effectively with colleagues and students of various cultural and socioeconomic backgrounds.
- Attend staff meetings and required training at the institution, on campus and as otherwise assigned; work in cooperative manner with others in institution and college; represent program/department at pertinent meetings as required.
- Understand and abide by College and Oregon Department of Corrections policies and regulations. Respond to emergency situations within the education department, which requires wearing a body alarm or radio.

All contract employees are responsible for upholding the mission of ODOC by promoting public safety, holding offenders accountable for their actions and reducing the risk of future criminal behavior. ODOC contractors oversee and control Adults in Custody (AIC) in order to influence long term positive behavior, while maintaining security and enforcing discipline. Staff is responsible for the safety of AIC's and for preventing the destruction of property at their work site. Employees significantly impact the success of the ODOC mission and need to understand the fundamentals of the Oregon Accountability Model.

The Oregon Accountability Model emphasizes the importance of criminal risk factor assessment, AIC work and programs to mitigate identified risks, staff-AIC interactions that support positive change, inclusion of families and children as a positive support in an AIC's life, successful reentry into the community, and ongoing community supervision and programming. Staff interactions with AIC's on a daily basis are, without doubt, the most powerful tool to reinforce pro-social behavior. Thus, the nature of interactions with AIC's is core to the ultimate success of corrections and community safety. Each employee, contractor, and volunteer is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through day-to-day interactions with others.

This announcement covers the most significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

TERMS OF EMPLOYMENT

Full-time (40 hours per week), AFSCME Bargaining Unit faculty position, with full benefits. The position is funded by an intergovernmental cooperative service agreement contracted with Oregon Dept. of Corrections. The person staffing this position will work within the confines of Snake River Correctional Institution and must pass all security screening criteria as established by the OR DOC and SRCI

prior to and during the term of employment. This position is completely dependent upon sufficient available funds from OR DOC to support the position and is subject to termination in accordance with the terms and conditions of the Intergovernmental Cooperative Education Services Agreement between TVCC and DOC. SRCI is a drug free/tobacco free institution.

BENEFITS

Benefits include medical insurance for employee and their eligible dependents, Oregon retirement plan, paid life insurance, 7 working days (56 hours) of annual personal leave and 8 hours per month of sick leave accrual. Additional paid time off is built into the academic calendar for the program.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position
- A resume
- College transcripts, (copies are acceptable at this time)
- A minimum of two recent letters of recommendation.
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: hr@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839.

Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.