

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT ESL Instructor

PAY - \$25.00 per hour

JOB TYPE – Part-time (up to 15 hrs per week)

DEADLINE – Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT - ABSD

REPORTS TO – ESL Coordinator

The ESL Instructor will provide classroom instruction for the ABSD department.

QUALIFICATIONS

Minimum: Bachelor's degree in Education or a related field with at least one year of related experience (Adult or Secondary Education) or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of this position. TVCC recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. Applicants who do not meet minimum qualifications but present other qualifications or experience equivalent to those required will be considered and encouraged to apply.

ESSENTIAL FUNCTIONS:

- Teaches assigned classes following approved courses aligned with Oregon Adult College and Career Readiness Standards (OACCRS).
- Prepares and develops materials for assigned classes; provides students and college with course syllabi and recommends textbooks and other instructional material (Burlington English).
- Provides classroom environment conducive to learner growth in a variety of delivery methods (individualized, small group, lecture/discussion); instructional duties and group facilitation.
- Maintains student records of grades and attendance and scores practice tests.
- May participate in curriculum development; may recommend textbooks and other instructional materials/equipment; may recommend library and reference materials; may recommend course outline revision.
- Keeps current on technological changes, developments in the subject area, and innovative teaching techniques.
- Understands, develops and provides a learning environment that supports diversity and incorporates a sensitivity to diversity in the workplace.

- Promotes and applies the college's values for teaching and learning; creates a learning climate of mutual respect and fairness; encourages creative and critical thinking; actively engages students in the learning process; facilitates learning that applies to and enriches a student; encourages mutual responsibility for a supportive learning environment; clarifies expectations and encourages student responsibility for learning; promotes learning as a life-long process.
- Assist and participate in continuous staff development improvement.
- Assist in the accurate and timely collection and reporting of data as required by the federal government (WIOA Title II) through the Tracking of Programs and Students (TOPS) database.
- Work effectively with colleagues and students of various cultural (including traditional, non-traditional, and international students) and socio-economic backgrounds.
- Understand and abide by TVCC policies and regulations.

TERMS OF EMPLOYMENT

This is a part-time (up to 15 hrs per week, 5:00 pm – 8:00 pm), Professional, non-exempt position.

BENEFITS

No benefits other than when eligible for the Oregon retirement plan (PERS/OPSRP).

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, if any (copies are acceptable at this time)
- 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.