

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT SPANISH INSTRUCTOR

JOB TYPE – Adjunct (part-time)

DEADLINE – Open until filled

PAY – \$500 per credit

LOCATION – Ontario, Oregon

DEPARTMENT – Academics

REPORTS TO – Vice President of Academic Affairs

This part-time position will teach college-level Spanish classes at the Ontario campus. Schedule is flexible but could include late afternoons or evenings.

MINIMUM QUALIFICATIONS

Master's degree from accredited institution in Spanish or closely related field. Demonstrated ability to communicate effectively in oral and written Spanish and English. Must be able to work in a team environment and be open to effective and appropriate uses of technology in the curriculum. Must be able to use computer technology to enhance instruction.

Applicants with a Master's degree in Education and appropriate experience with the Spanish language may be considered.

PREFERRED QUALIFICATIONS

Prior experience teaching Spanish in college is preferred.

RESPONSIBILITIES

Duties may include but are not limited to:

- Provide classroom instruction.
- Create a positive learning environment for students using innovative, effective and diverse teaching methods to engage students in their own learning and enhance student success.
- Utilize classroom assessment techniques to improve instruction.
- Evaluate and document student progress keeping students apprised of both.
- Work effectively with colleagues and students of various cultural (including traditional, non-traditional and international students) and socio-economic backgrounds.

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

This is a part-time position and pay is \$500 per credit taught.

APPLICATION PROCEDURE

A complete application consists of the following:

- A cover letter
- A resume
- College transcripts (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 via email to HR@tvcc.cc or mailed directly to 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.