

# TREASURE VALLEY COMMUNITY COLLEGE

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

## RECRUITMENT ANNOUNCEMENT ENGLISH 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 pre-college and college-level writing, speech, and literature classes. Schedule may include late afternoons, evenings, instruction on-line, or in a “smart” classroom.

### **MINIMUM QUALIFICATIONS**

Master’s degree from accredited institution in English or closely related field with minimum of 18 quarter graduate credits in English. Demonstrated ability to communicate effectively in oral and written English. Must be able to work in a teamwork 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 Bachelor’s degree in English or closely related field may be considered for remedial (under 100 level) writing classes.

### **PREFERRED QUALIFICATIONS**

Teaching writing in a college or high school setting, including pre-college level is preferred. Experience teaching in a community college, including related duties in advising, committee work, and curriculum development. Experience in on-line delivery of writing classes. Experience in ESL and/or Developmental Writing. Bilingual in English-Spanish.

### **RESPONSIBILITIES**

Duties may include but are not limited to:

- Provide classroom instruction in writing composition classes.
- 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; keep students apprised of progress.
- 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. Pay is \$500 per credit taught. Winter term classes start January 4<sup>th</sup>, 2021; however, we are attempting to create an applicant pool. *Schedule may include late afternoons and/or evenings, instruction on-line, or in a "smart/ interactive" classroom.*

### **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 TVCC application for employment. A pdf fillable application may be downloaded at [www.tvcc.cc/hr/jobs.cfm](http://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: 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.

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### **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.