

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT

Education Diagnostician

(Eastern Oregon Correctional Institution /
Two Rivers Correctional Institution / Powder River Correctional Facility)

PAY - \$60,000 (annual)

JOB TYPE - Full-time (grant funded)

DEADLINE - Open until filled

LOCATION - Umatilla or Pendleton, OR

DEPARTMENT - Adult Basic Skills

REPORTS TO - Director of
Correctional Education

Provide a full range of assessment and evaluation services to Adults in Custody who have special learning needs, primarily those with diagnosed or undiagnosed learning disabilities at Eastern Oregon Correctional Institution (EOCI), Two Rivers Correctional Institution (TRCI) and Powder River Correctional Facility (PRCF) as prescribed by state and college policies and procedures. The person in this position will primarily work at either EOCI or TRCI but will be required to travel to both facilities, including occasional travel to PRCF in Baker City.

QUALIFICATIONS

MANDATORY: Bachelor's degree in Psychology, Vocational Rehabilitation, Special Education or related field. Education and/or experience in learning disabilities/styles assessment and accommodations. Experience with curriculum development and documented ability to relate to students of various ages, ethnic backgrounds and abilities. Demonstrated leadership, communication and organizational skills. Word and spreadsheet experience on computer. Must be able to work a flexible schedule, which may include late evenings and weekends. Must be able to pass and maintain security clearance and be approved to enter EOCI, TRCI and PRCF - Oregon Department of Corrections facilities.

PREFERRED: Master's degree in Psychology, Vocational Rehabilitation, Special Education or related field. Teaching experience in a secondary classroom, community college, Developmental Education or Corrections program. Knowledge or experience with competency based instruction; experience in cooperative learning environments; knowledge of strategies and techniques to instruct students with varying learning styles; instructional experience with learning disabilities. Bilingual in English-Spanish.

SPECIAL CIRCUMSTANCES: Must be able to pass and maintain LEDS security clearance and be approved to enter Oregon Department of Corrections facilities.

ESSENTIAL FUNCTIONS

Provide direct services, including an intake interview, assessment, evaluation, and counseling services to individuals per requests/referrals.

Address needs of students; facilitate the identification of short and long range goals.

Identify challenges based on student needs and specified goals, (i.e., crisis management, survival and basic skill competencies, training, environmental, physical, emotional, employment, etc.), present information, and recommend appropriate services and/or referrals (education, training, employment, and support) as appropriate.

Identify the appropriateness of learning disability assessment services for each student through intake and preliminary assessment.

Administer appropriate informal and formal assessment instruments, providing individual interpretation through an evaluation appointment with each student. Maintain confidential records of all testing.

Administer and provide interpretation of career interest and opinion surveys, identifying "good fit" opportunities between student special learning needs and employment environment.

Interpret test data and formulate intervention strategies and accommodations necessary to compete successfully in social, education, training, or employment situations.

Maintain updated information on new technologies and techniques applicable to TVCC/EOCI/TRCI/PRCF needs in assessment services.

Participate in advising and recruiting students; assist with registration.

Maintain college and institution facilities and equipment.

Understand and abide by DOC, EOCI, TRCI, PRCF and TVCC policies and regulations. Respond to emergency situation within the education department which requires wearing a body alarm or radio.

TERMS OF EMPLOYMENT

This is a full-time, Professional (grant funded), exempt position with full benefits and a probationary period of one year. Position is generally Monday-Friday (8:00 am- 5:00 pm) but may occasionally need to work a flexible schedule, which may include late evenings or as assigned by the Director of Correctional Education. Travel between the three facilities is required.

This position is funded by an intergovernmental cooperative service agreement contracted with the Oregon Department of Corrections. The person staffing this position will work within the confines of Eastern Oregon Correctional Institution, Two Rivers Correctional Institution and Powder River Correctional Facility. This person must pass all security screening criteria as established by the OR DOC and EOCI, TRCI, and PRCF 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. EOCI, TRCI, and PRCF are drug free/tobacco free institutions.

BENEFITS

Benefits include medical insurance for employee and eligible dependents, Oregon retirement plan as well as 160 hours of annual vacation leave, 16 hours of annual personal leave and 8 hours per month of sick leave accrual.

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.