

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT ADULT GED MATH PREP INSTRUCTOR

PAY - \$30.00 per hour
JOB TYPE – Part-time (12 hrs per week)
DEADLINE – Open until filled

LOCATION - Ontario, Oregon
DEPARTMENT – ABSD
REPORTS TO – ABSD Director

This position will be responsible for planning, organizing, establishing priorities, coordinating, and providing classroom instruction for GED Math Prep students.

QUALIFICATIONS

MANDATORY: Bachelor's degree in Education, Mathematics, or 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. Must be self-motivated, have organizational skills, and the initiative to work independently.

ESSENTIAL FUNCTIONS

- Engage in intense recruitment and retention to build a robust ABE program at TVCC.
- Plan, develop, and provide program instruction in assigned subject area of Mathematics aligned with Oregon Adult College and Career Readiness Standards (OACCRS).
- Participate in staff development and program improvement activities, including remaining up to date with OACCRS requirements.
- Assist with planning and presenting departmental in-services and meetings
- Assist in maintaining student records; monitor and evaluate student progress; recruit, advise and register students.
- Collaborate with other college faculty to ensure seamless transition for students into college-level programs
- Address student disciplinary issues/concerns as needed
- 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) data base.
- Participate in campus meetings, represent and advocate for the department.
- Assist in leadership and coordination for the annual GED Graduation Celebration.
- Assist in coordinating data collection and reporting for accountability, accreditation, and program review.
- 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

Part-time, hourly positions working approximately 12 hours per week, typically between the hours of 9:00 am and 4:00 pm on various days of the week (Monday-Friday).

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.