

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT

Education Coordinator

(Powder River Correctional Facility)

PAY - \$50,000-\$60,000 (see below)
JOB TYPE - Full-time (grant funded)
DEADLINE - Open until filled

LOCATION - Baker City, Oregon
DEPARTMENT - PRCF
REPORTS TO - Director of
Correctional Education

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employees' contributions to its success!

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

POSITION SUMMARY

The Education Coordinator provides administrative support to the Director of Correctional Education in the on-site leadership, development, direction, supervision and evaluation of the adult basic skills education and workplace literacy programs at the Powder River Correctional Facility.

QUALIFICATIONS

MANDATORY: Associate's degree from an accredited college or university; two years of formal training, internship, tutoring or leadership experience reasonably related to this position; knowledge and understanding of the objectives of a community college; ability to lead, develop, supervise and evaluate AIC workers; ability to establish and maintain effective working relationships with staff and AIC students and workers; demonstrated ability to effectively communicate orally and in writing. Must be able to work effectively both as a team member and independently; ability to work a flexible schedule - including late afternoons and evenings and weekends, if needed. Security access to Powder River Correctional Facility (PRCF) required. Must be self-motivated and able to work independently. Must have basic computer literacy skills and experience. Must be willing to travel occasionally at the College's expense.

PREFERRED: Bachelor's degree from an accredited college or university; knowledge and/or experience in Adult Education; knowledge of and/or experience in office management; experience working within a correctional facility.

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

All Oregon Department of Corrections' contract employees are responsible for upholding the mission of ODOC by promoting public safety, holding AIC's accountable for their actions and reducing the risk of future criminal behavior. ODOC contract employees oversee and manage AICs in order to maintain safe, civil and productive institutions. They are responsible for the safety of AICs and protection of property at their work site. All employees have a significant impact on the success of the ODOC mission and need to understand the fundamentals of the Oregon Accountability Model.

ESSENTIAL FUNCTIONS

Reporting to the Director of Correctional Education, responsibilities include, but may not be limited to:

Exercises independent judgment to establish and implement prescribed processes and procedures to fulfill educational needs of the students, program, and agencies at PRCF.

Monitors the effectiveness of classes and adjusts as necessary.

Instructs Adults in Custody (AIC) on how to be an effective tutor.

Recruits, hires, supervises, schedules, and evaluates Adults in Custody (AIC) workers - including clerks and tutors.

Organizes, schedules, and coordinates student schedules and pre/post-assessments.

Coordinates the administration of the GED testing program; ensures students receive timely and appropriate testing, administers and/or schedules assessments and provides students with result analysis.

Monitors students' academic progress identifies appropriate assessments; advises students on procedures for testing; works with institution security and work programs to schedule students for testing.

Monitors and coordinates use of computer-assisted instructional programs and student computers.

Writes disciplinary reports for AIC tutors and students if necessary.

Advises students individually and in small groups as to the services available according to their learning styles and abilities; advises students and staff on the use of a variety of different tools available to address students' diverse learning and educational needs.

Maintains inventory records and orders supplies as necessary.

Evaluates teaching materials and seeks out new quality materials as needed.

Demonstrates problem solving skills within the parameters of the correctional facility's requirements.

Plans and executes special activities such as graduation ceremonies, tutor in-service sessions, workshops, etc.

Monitors and records attendance, uses results to maintain compliance with institution programs.

Ensures the department is maintained in both cleanliness and repairs; ensures that all equipment is in good working order.

Maintains all required certifications for both ODOC and TVCC.

Advises and serves as resource person to ODOC staff regarding education programs and record keeping.

Maintains and strengthens collaborative partnerships with all stakeholders; facilitates networking of related resources to most effectively serve the College and ODOC.

Assists in the marketing of program services within the ODOC institution; identifies prospective students using ever-changing criteria and individual institution guidelines; communicates with identified students and advises them of their ODOC educational needs and requirements.

Prepares and/or monitors the preparation of routine reports; provides data to Director of Correctional Education as requested; initiates classes to improve program performance.

Embraces appropriate technology tools to accomplish job functions; understands and utilizes available technology as communication and data gathering tools.

Works effectively, respectfully, and productively with staff, AICs, and the public from diverse cultural, social, economic, and educational backgrounds.

Participates in TVCC and PRCF activities and committees as required. Attends relevant training and informational meetings regarding rules and regulations at PRCF; attends security training sessions, fire drills, and workshops as required.

Models appropriate pro-social behaviors, supports positive changes in AIC's and actively supports the Oregon Accountability Model through day-to-day interactions with others.

Understands and abides by TVCC and Oregon DOC policies and regulations; ensures compliance with all laws, safety and security rules/procedures; and

Responds to emergency situations within the education department, which may require wearing a body alarm, radio, or pager.

TERMS OF EMPLOYMENT

This is a full-time, Professional (grant funded), exempt position with full benefits and a probationary period of one year. Starting salary range is \$50,000-\$60,000, depending on education and experience. The person accepting this position will work Monday-Thursday (10:30 am – 7:45 pm) and Friday (11:45 am – 4:15 pm).

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 Powder River Correctional Facility. This person must pass all security screening criteria as established by the OR DOC 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. PRCF is a drug free/tobacco free institution.

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.

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 basis of race, color, sex, marital status, sexual orientation, gender identity, 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 non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la política de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.