

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT ABSD Lead Instructor

SALARY - \$50,000

JOB TYPE - Full-time (grant funded)

DEADLINE - Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT - ABSD

REPORTS TO - ABSD Title II Director

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

Under the direction of the ABSD Title II Director, the ABSD Lead Instructor will oversee the planning, organization, coordination, and provision of classroom instruction and professional development for the ABE/GED Program.

QUALIFICATIONS

MANDATORY:

- Master's degree in Adult Education, Education, or closely related field with at least three years 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 the position.
- Three years' experience teaching adult learners and/or high school and a demonstrated sensitivity and commitment to cultural issues of learners.

- Three years' experience working and communicating effectively with diverse/non-traditional students, faculty and/or staff.
- One year demonstrated experience in a leadership role related to education.
- Demonstrated commitment to promoting and enhancing diversity.
- Thorough knowledge of adult education principles, curriculum development, program evaluation techniques, and computer use.

PREFERRED:

- Experience in programs that support historically underrepresented students in higher education.
- Bilingual in English-Spanish.

ESSENTIAL FUNCTIONS

Assist adults in obtaining the knowledge and skills necessary for work, further education/training, family self-sufficiency, and community involvement.

Display working knowledge of the GED system, including testing protocols and completion requirements.

Complete all required State of Oregon (HECC), TVCC, and ABE/GED program and data training within six months of hire, including CASAS standardized placement and progress testing, maintain training/professional development requirements. Participate in Oregon Learning Standards training and incorporate content into daily instruction.

Provide instructional coordination and oversight for delivery of ABE/GED courses, following approved course outlines/course syllabi and utilizing departmental lesson planning formats, appropriate texts and materials.

Provide, as a primary duty, direct instruction of ABE/GED courses which may include co-requisite support courses as designed by the department.

Maintain effective, positive working relationships with faculty, staff, tutors, and students while actively supporting a teamwork environment

Provide collaborative assistance as needed to department teachers in the preparation and development of materials and lesson plans for ABE/GED classes.

Assist department team members in recruitment, retention, advising, and transition plans and services; refer students to internal and external resources as needed.

Lead/coordinate quarterly ABE/GED student orientations.

Collaborate with Data Base Administrator to ensure appropriate data collection and input are completed following orientations and throughout each term in a systematic and timely process of maintenance, evaluation and reporting utilizing Tracking of Programs and Students (TOPS/TOPSpro) database.

With Director and all ABE/GED staff, organize and oversee quarterly review and update of student education plans. Review issues students may have in order to assist in successful completion of GED processes and acquisition.

Serve as Professional Learning Community (PLC) lead as required by HECC. Participate in required HECC instructional training sessions. Deliver training to accomplish annual PLC professional development requirements for the department.

Coordinate development and evaluation of curriculum and programs within the department including campus and state initiatives.

Inform students and instructors of appropriate college and extracurricular activities related to instruction, program completion, and transitions.

Set and utilize office hours to meet with students, parents, staff, and visitors.

The above description covers the most significant duties performed but does not include other related occasional work.

TERMS OF EMPLOYMENT

This is a full-time, Professional, grant funded, exempt position.

BENEFITS

Benefits include medical insurance for employee and eligible dependents, life insurance, Oregon retirement plan, paid holidays, vacation earned at a rate of 13.34 hours per month (160 hours per year), 16 hours of personal leave (each year) and sick leave earned at a rate of 8 hours per month.

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 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 póliza 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.