

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT

HEP Instructor

(High School Equivalency Program)

PAY - \$52,800 (annual)

JOB TYPE - Full-time

DEADLINE - Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT - HEP

REPORTS TO - HEP 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

The HEP Instructor will plan, organize, establish priorities, coordinate, and provide classroom instruction. This position will also coordinate the day-to-day operations of the grant under the direction of the HEP Director.

QUALIFICATIONS

MANDATORY:

- Bachelor's degree in Education or closely 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 the position.
- Two years' experience teaching youth and/or adult learners and a demonstrated sensitivity and commitment to cultural issues of learners required.
- Must be bilingual in English-Spanish.

- Two years' experience working and communicating effectively with diverse students, faculty and/or staff.
- 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.

ESSENTIAL FUNCTIONS

Coordinate with and assist the HEP Director in accomplishing the daily activities of the HEP grant.

This position will focus on providing direct instruction of GED Language Arts, Math, Social Science and Natural Science subjects in Spanish and English.

Teach classes as assigned following approved course outlines; prepare and develop materials and lesson plans for assigned classes; provide students with course syllabi.

Maintain records of attendance, student goals and outcomes, student progress and other required student data for program reporting purposes.

Work with the HEP Director to manage student stipends and supplemental support.

Track student attendance and follow up with students to ensure they are making sufficient progress in the program. Closely work with instructors to develop a "Student Education Plan" to ensure that they successfully complete their GED.

Lead the HEP student orientation and ensure they are ready to start classes in the program.

Meet regularly with staff to plan student-oriented activities and functions to effectively meet the HEP goals. Coordinate all student activities and extracurricular sessions and provide personal and career development sessions.

Work with the HEP staff to coordinate the HEP graduation.

Work to improve subject area expertise regarding the HEP grant which may include attending professional development trainings and Technical Assistance Conferences to learn more about eligibility, GED testing, and recruiting.

Cooperate with other agencies and school districts to ensure success of the grant's goals.

Assist with recruiting, as needed to ensure program goals are met.

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, exempt, grant-funded position.

VETERANS PREFERENCE

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

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, genero, 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.