



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

RECRUITMENT ANNOUNCEMENT
Adult Basic Skills Development
Instructor
(located at Two Rivers Correctional Institute)

PAY - \$51,132 (starting – see below)

JOB TYPE – Full-time (Faculty)

DEADLINE – Open until filled

LOCATION – Umatilla, OR

DEPARTMENT – Corrections

REPORTS TO – Director of Corrections

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Christmas break for all employees, generous leave benefits 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 Adult Basic Skills Development Instructor will conduct individual and group instruction in various academic subjects at the Secondary and Adult levels, including but not limited to Math, Science, Social Studies, Reading and Writing at the Two Rivers Correctional Institute.

QUALIFICATIONS

MANDATORY: Bachelor's Degree in education, educational administration or related field. Experience teaching Adult Basic Education, English as a Second Language ESL and/or GED. Experience in computer-assisted instruction; demonstrated ability to operate a computer-based learning lab. Security access to TRCI is required. All contract employees are responsible for upholding the mission of ODOC by promoting public safety, holding offenders accountable for their actions and reducing the risk of future criminal behavior. ODOC contractors oversee and control Adults in Custody (AIC) in order to influence long term positive behavior, while maintaining security and enforcing discipline. Staff is responsible for the safety of AIC's and for preventing the destruction of property at their work site. Employees significantly impact the success of the ODOC mission and need to understand the fundamentals of the Oregon Accountability Model.

PREFERRED: Master's degree in education, educational administration or related field. Experience in an open-entry/open-exit laboratory or comparable situation desired. Experience in a Correctional Education or Alternative Education program. Experience in CASAS assessment process. Some knowledge of the Oregon Learning Standards.

ESSENTIAL FUNCTIONS

Instructional responsibilities will include but not be limited to:

- Monitor and evaluate learner progress, determine learning needs of students.
- Teach classes as assigned following approved course outline; prepare and develop material for assigned classes.
- Maintain record of attendance, student competencies, and progress.
- Participate in curriculum development; recommend textbooks and other instructional materials and equipment; recommend reference and library materials; recommend course revisions.
- Maintain college and institution facilities and equipment.
- Keep abreast of technological changes, developments in subject area, and innovative teaching methods, participate with other staff for ongoing program evaluation.
- Assist with academic advising and registration.
- Work effectively with colleagues and students of various cultural and socioeconomic backgrounds.
- Attend staff meetings and required training at the institution, on campus and as otherwise assigned; work in cooperative manner with others in institution and college; represent program/department at pertinent meetings as required.
- Understand and abide by College and Oregon Department of Corrections policies and regulations. Respond to emergency situations within the education department, which requires wearing a body alarm or pager.

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, Faculty (AFSCME Bargaining Unit) position. The selected candidate will work the day shift (Monday-Friday, 7:30 am-4:00 pm).

Starting pay is Step 1 (\$51,132). Additional steps may be granted for relevant prior work experience, experience working in corrections, and/or holding an advanced degree.

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, 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.