

Position Title: Heavy Equipment Operator (HEO) Instructor
Contract Term: 9 Month Academic Year
Accountable to: CTE Director
Open: 6/13/18
Closed: Open until filled
Salary: \$51,800

Summary of Position: This position is to provide post-secondary, learner-centered instruction in HEO curriculum as a member of an instructional team of full-time and adjunct instructors. To instruct and facilitate meaningful learning in the course competencies in the curriculum and proactively support all facets of the learning environment. Encourage a culture of learning that values mutual responsibility, life-long learning, as well as personal and professional development.

- Candidates must be knowledgeable, productive and efficient in all functions that are core competencies to the HEO areas. Must possess a thorough understanding of all equipment, settings, etc.
- Ability to operate heavy equipment in a safe and appropriate manner. Heavy equipment may include trucks, front-end loaders, dozers, graders, compactors, scrapers, side dump, backhoe and other pieces of equipment as needed.
- Experience in heavy equipment cleaning and maintenance standards and procedures.
- Knowledge of road construction standards, duties, and safety regulations.

The responsibilities of a full-time faculty member are divided into the four categories: teaching, advising, service and scholarship to the College and the community.

TEACHING

The key purpose of the College and therefore of faculty, is instruction. Enabling students to fulfill their total personal, intellectual, and vocational objectives constitute the heart of faculty responsibility.

- Classroom and laboratory preparation, instruction and supervision of students.
- Effectively maintain and manage the classroom, through the creation a vibrant learner-centered teaching atmosphere.
- Community instruction such as preparation and presentation of College course work off-campus, workshop, seminars, and in-service for professionals and others.
- Measurement of student performance including the preparation, administration, grading and evaluation of student coursework, and the reporting of grades in a timely manner.
- Coordination and assessment of academic courses and programs.
- Periodic evaluation of library holdings and recommendations of books
- Development of new courses and programs of study.
- Implementation and participation in service learning project(s).
- Develop and follow an "Individual Professional Development Plan (IPDP)" as prescribed by TMCC's faculty salary policy manual.

- Ensures that there is a sufficient complement of appropriate program faculty and staff to meet the needs of the program and to enable compliance with the standards.
- During the simulated portion of the program necessary precautions are taken to ensure an effective and safe level of direct supervision of students.
- Other tasks as needed.

ADVISING

- Post schedules and maintain office hours.
- Providing educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions
- Track the progress of students
- Refer to appropriate resources as needed
- Other tasks as needed.

SERVICE

- Service on departmental, self-study or institutional committees.
- Participation in College sponsored activities such as recruiting students, graduation activities, and other planned activities and meetings.
- Coordination, advisement, and supervision of student activities, organizations and clubs directly related to the academic programs.
- Coordination, advisement, and supervision of student activities, organizations or clubs not directly related but supplemental to academic programs.
- Development, implementation and sharing of results of college and/or community service learning projects.
- Initiation and/or participation in civic engagement activities.
- Other tasks as needed.

SCHOLARSHIP

- Participate in faculty development initiatives.
- Ongoing research that leads to the discovery of new knowledge, proficiency and growth in one's field.
- Publication and dissemination of scholarly writing.
- Serve as a peer reviewer for scholarly writing.
- Holding office or membership in professional organizations.
- Attending and participating in meetings, conferences and conventions of professional associations.
- Writing proposals for research or other projects that support academics.

- College connected consultation or professional community service.
- Continuous research and implementation of effective teaching methods and materials.
- Other tasks as needed.

WORKING CONDITIONS

Job Environment and Hazards

- Duties will require travel and exposure to training sites that can impose a risk of minor injury.

Physical Demands:

- Physically able to lift up to 50 pounds due to equipment and storage.
- Position will occasionally require long periods of sitting and working on the computer.

INSTITUTIONAL RESPONSIBILITIES

1. Attend all college-wide functions.
2. Participates in department and institutional meetings and committees, or other activities within the scope of the position.
3. Attend annual student graduation ceremony.
4. Coordinates/participates in outreach, recruiting and marketing activities with the community and other institutions and agencies.
5. Assist/participate with faculty development initiatives.
6. Other administrative tasks as needed.

REQUIRED QUALIFICATION (Minimum Qualifications)

- A minimum of a High School Diploma or GED.
- A minimum of five (5) years of experience as a Heavy Equipment Operator.
- Acceptance of and willingness to support the role that tribal community colleges serve in higher education and specifically its mission, values, goals, culture, and objectives of the Turtle Mountain Community College.
- Willingness and ability to travel and/or teach at various hours and locations, as necessary.
- Ability to work collegially with all individuals in the tribal college setting.
- Applicant must be able to pass a drug test and background check.
- Must meet ND State Career & Technical Education Postsecondary Certification Standards.
- Must have valid ND Driver's license.
- Must have current DOT Medical Certificate with certification of no less than 1 year (or able to obtain if hired).

Desired Experience/Training/Credentials:

- Familiarity with and ability to operate or oversee the operation of computers, audio-visual equipment, other relevant technology and software.
- Ability to competently advise and/or serve students from a variety of background, respecting cultural and socio-economic differences.
- Able to implement contemporary educational philosophies, methods, and techniques including multi-media to develop and deliver instruction in classroom and lab settings.
- Successful teaching experience with culturally and academically diverse student population.
- Ability to teach and work with students with learning disabilities.

- Demonstrated commitment to professional development.

Revised: 6/18