

Math Instructor

Position Title: Math Instructor

Contract Term: 9 Month Academic Year

Funding Source: Title III-F

Accountable to: Academic Dean

Opening Date: 5/16/18

Closing Date: Until Filled

Salary: \$51,800 (minimum)

Summary of Position: This position will instruct and assist in developing a Secondary Baccalaureate degree program of study in Mathematics. The learning environment established will proactively support all facets of the curriculum developed: a culture that values mutual responsibility; life-long learning; and professional development. The program developed will meet state standards and accreditation by the HLC (Higher Learning Commission of North Central Association of Colleges and Schools).

TEACHING/ADVISING/CURRICULUM RESPONSIBILITIES

- Assist in the research and development of a Secondary Baccalaureate Math degree program of study that meets state and HLC accreditation requirements.
- Collaborate with appropriate staff and faculty in the development and accreditation of Math curriculum.
- Assisting in planning course schedules.
- Oversee program financial planning (fiscal responsibility of program).
- Teaching courses for the Secondary Math program.
- Facilitating assessment of the courses and revision.
- Recruiting students interested in secondary education careers in math and supporting that interest through academic advising and career counseling.
- Researching best practices and incorporating them into curriculum.
- Participating in the continued accreditation of the program.
- Communicates expectations and establishes clear grading criteria through appropriate instructional means to include, but not limited to, developing course syllabi, handouts, and materials supporting the instruction process.
- Maintain office hours to provide availability and accessibility to students for the purpose of academic advising, consulting and support, in a manner appropriate to meet student needs, through a combination of scheduled office hours, e-mail accessibility or other effective means of responsive and timely communication.
- Evaluate student progress and provides clear, timely, feedback.
- Assist the monitoring of student data and make recommendations and changes based on the findings.
- Participate in the institutional initiative involving the assessment of student learning.

- Review course texts as needed
- Assist the college library in providing secondary mathematics books and materials (including computer software) for student research and development of the college library.
- Develop and follow an “Individual Professional Development Plan (IPDP)” as prescribed by TMCC’s policy manual.
- Order appropriate equipment and supplies needed for a math lab and course instruction.
- Develop instructional methodology within the guidelines of college requirements.
- Work effectively and cooperatively with colleagues in the department and other departments; contribute to ongoing curriculum and program development and institutional assessment.
- Effectively maintain and manage the classroom.
- To carry out the mission of the institution by incorporating the local culture throughout the curriculum.
- Maintain a professional, courteous attitude and demeanor in all instances when working with students, and when acting as a representative for TMCC.
- Read and communicate using Google email; use TMCC’s Jenzabar and Canvas learning management systems, effectively search the Internet for information, use MS Word and other office software; and technologies and applications.
- Respect student’s rights to confidentiality and follow legal guidelines regarding information.

INSTITUTIONAL RESPONSIBILITIES

- Attend all college-wide functions.
- Participates in department and institutional meetings and committees, or other activities within the scope of the position.
- Attend annual student graduation ceremony.
- Coordinates/participates in outreach, recruiting and marketing activities with the community and other institutions and agencies.
- Assist/participate with faculty development initiatives.
- Assist with facilitation of sub-departmental meetings for all adjunct to discuss, review, and revise course curricula.
- Assist Program Chair and Department Chair with other administrative responsibilities as needed.
- Other administrative tasks as needed.

REQUIRED QUALIFICATION (Minimum Qualifications)

- A minimum of a Master’s Degree in Mathematics.
- 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, if 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.

Desired Experience/Training/Credentials:

- Experience in curriculum development.
- A minimum of three years of teaching experience in the field of secondary education.
- 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: 11/16, 1/17, 3/17