Turtle Mountain
Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316

Phone 701-477-7862
Fax 701-477-7892

www.tm.edu

Information Technology Instructor

Position Title:	Information Technology Instructor
Contract Term:	9 month position
Accountable To:	CTE Director
Salary:	$54,315 (minimum)

Summary of Position:

To provide post-secondary, learner-centered instruction in the Information Technology (IT) field as a member of an instructional team of full-time and adjunct instructors. Encourage a culture of learning that values mutual responsibility, life-long learning, as well as personal and professional development. To carry out the mission of the institution, to include incorporating the local culture throughout the curriculum. The responsibilities of a faculty member are divided into the four categories: teaching, advising, service and scholarship to the College and the community.
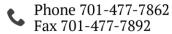
TEACHING

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.
- 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.
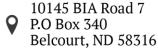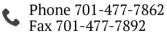- Other tasks as needed.

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.

SUPPLEMENTAL RESPONSIBILITIES

- Responsible for meeting goals and objectives of the Native American Career and Technical Education (NACTEP) Grant as it relates to the Computer Systems Administrator track.
- Participate in the collection, analysis, and dissemination of data for purposes of NACTEP evaluation and reporting.
- Maintain and expand current IT/CS programming advisory board and host/facilitate bi-annual meetings
- Develop, maintain, and expand industry partnerships to promote placement of students for internship and employment opportunities, as well as a resource for desired industry standards in curriculum

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QUALIFICATIONS (Desired Experience/Training):

Minimum Qualifications:

- Bachelor of Science degree in Computer Science, Information Systems or closely related field with significant IT industry experience. We are also willing to look at candidates who have an Associate's Degree in Information Technology, Computer Support Specialist, Computer Science, and Information Systems with significant IT industry experience in lieu of the specific qualifications listed.
- Must meet ND State Career & Technical Education Postsecondary Certification Standards.
- 3 years of documented full time work experience in one of above-mentioned fields.
- 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.

Preferred Qualifications:

- Master of Science degrees in Computer Science, Information Systems or closely related field with significant IT industry experience.
- Network+ and/or A+ certified.
- Post-secondary teaching experience.

Revised: 12/19, 6/20