Position Title: Human Services Technician Instructor
Contract Term: 9-month Academic Year
Accountable To: CTE Director
Salary: $57,890 (minimum)

Summary of Position: To provide post-secondary, learner-centered instruction in the human services 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 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, based on Federal Carl Perkins Legislation Standards of Quality Education.
- 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.
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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.

EDUCATION & EXPERIENCE:

Required Qualifications:

• Bachelor’s Degree in Social Work.
• Licensed or License-eligible in North Dakota as a Social Worker.
• 3 years’ experience in the field with clients; preferably at an institution of higher education.

Preferred Qualifications:

• Master’s Degree in Social Work.
• Work in a Native American community.
• Willingness and ability to travel and/or teach at various hours and locations, as necessary.
• Experience in curriculum development.
• Three years of teaching experience in post-secondary education.
• Familiarity with and ability to operate or oversee the operation of computers, audio-visual equipment and other relevant technology and software.
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- Competently advise and/or serve students from a variety of backgrounds, respecting cultural and socio-economic differences.
- Able to implement contemporary educational philosophies, methods and techniques including multimedia 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.
- 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 TMCC.