



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

Electrical Technology Instructor

Position Title:	Electrical Technology Instructor
Contract Term:	9-month Academic year
Accountable To:	Dean of CTE
Salary:	\$62,147 (minimum)

Summary of Position: Provide post-secondary, learner-centered instruction in Electrical Technology in accordance with the TMCC Mission Statement. Encourage a culture of learning that values mutual responsibility, life-long learning, as well as personal and professional development.

The main job of an electrical technology instructor is to educate students about legal, appropriate, and safe electrical system installation. Design curriculum with compliance in electrical code curricular standards. Offer a combination of lab and classroom education for information and experience. Work with the NEXT Tribal Education Partnership Program (NEXT-TEPP), and coordinate student internship opportunities with Sandia National Laboratories (Sandia).

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 in policy.
- To conduct assessment through pre and post-test methods to measure effectiveness of instruction.
- 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 & SCHOLARSHIP

- Service on departmental, self-study or institutional committees.



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- 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 programs or supplemental to programs.
- Development, implementation and sharing of results of college and/or community service learning projects.
- Initiation and/or participation in civic engagement activities.
- Participate in faculty development initiatives.
- Ongoing research that leads to the discovery of new knowledge, proficiency and growth in one's field.
- Writing proposal for research, 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.
- College connected consultation or professional community service.
- Other tasks as needed.

QUALIFICATIONS (Desired Experience/Training)

Minimum Qualifications:

- Licensed as a Journeyman Electrician in the state of North Dakota. ***Must obtain licensure as a Master Electrician within 12 months of hire.***
- A minimum of three years of Electrical experience.
- Able to meet ND State Career & Technical Education Postsecondary Certification Standards.
- Willingness and ability to travel and/or teach at various hours and locations, as necessary.
- 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.

Preferred Qualifications:

- Licensed as a Master Electrician in the state of North Dakota.
- Experience in curriculum development.
- Post-Secondary teaching experience.
- 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 serve students from a variety of backgrounds, 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.
- Demonstrated commitment to professional development.