



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

Medical Laboratory Assistant Instructor

Position Title: Medical Laboratory Assistant Instructor
Contract Term: 9-month Academic year
Accountable To: Dean of CTE
Salary:

Summary of Position: To provide post-secondary, learner-centered instruction in the Medical Laboratory Assistant/Allied Health Department 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.
- Evaluates student progress in a fair, consistent and timely manner.
- Maintains accurate records of student performance and submits grades and attendance according to deadlines.
- Adheres to policies, procedures, values/ethics, expectations and practices of TMCC.
- Oversees and maintains the Laboratory equipment and facilities.
- Coordination and assessment of academic courses and programs.
- Establishes learning outcomes that are relevant and meaningful.
- Minimum yearly evaluation of library holdings and recommendations of books.
- Development of new course and programs of study proposals to the curriculum committee.
- Implementation and participation in service learning project(s).
- Retain and demonstrate current knowledge of effective teaching methods and materials.
- Follow the established employee evaluation process as prescribed by TMCC's faculty policy manual.
- Teaches in a variety of formats and at times and locations to meet TMCC and community needs.
- The Instructor/Director must:
 - Be responsible for the organization, administration, instruction, evaluation, continuous quality improvement, curriculum planning and development, director other program faculty/staff, and general effectiveness of the program;
 - Provide evidence that they participate in the budget preparation process;
 - Engage in a minimum of 36 hours of documented continuing professional development every 3 years;
 - Be responsible for maintaining NAACLS accreditation of the program;
 - Have regular and consistent contact with students, faculty and program personnel.



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- Other tasks as needed.

ADVISING

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

REQUIRED QUALIFICATION (Minimum Qualifications)

- Medical Laboratory Assistant who possesses an Associate Degree or higher or equivalent acceptable to accreditation agency.
- MLS or MLT and certified by nationally recognized agency.
- Knowledge of education methods and administration as well as current accreditation procedures and certification procedures.



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- Minimum of 3 years full time experience as a clinical laboratory practitioner.
- Willingness and ability to travel and/or teach at various hours and locations, as necessary.
- Able to pass a drug test and background check.
- 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 (Desired Experience/Training):

- Experience in curriculum development.
- A minimum of three years of teaching experience in Post-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.