



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

Elementary Education Instructor

Position Title: Elementary Education Instructor
Contract Term: 9-month Academic year (to start Fall 2025)
Accountable To: Teacher Education Director
Salary: \$64,011 (minimum)

Summary of Position: This position will provide post-secondary, learner-centered instruction in Elementary Education as a member of an instructional team of full-time and adjunct instructors. Instruction will include the following courses, among others: Praxis I and II preparation; Curriculum Planning; Language Arts Methods & Materials; Foundations and Reading & Diagnostics, etc. Experience with an understanding of the Praxis examinations; state and federal educational standards; professional ethics; and collaboration with community stakeholders is highly desirable.

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 & ADVISING

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
- Implementation and participation in service learning project(s).
- Develop and follow an "Individual Professional Development Plan (IPDP)" as prescribed by TMCC's faculty policy manual.
- Instruct a minimum of 15 credits per semester.
- Conduct assessment through pre- and post-test methods to measure effectiveness of instruction. 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 duties as assigned



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SERVICE & SCHOLARSHIP

- 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, and 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.
- Participate in faculty development initiatives.
- Ongoing research that leads to the discovery of new knowledge, proficiency and growth in one's field.
- 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 QUALIFICATIONS

- A Master's Degree in Elementary Education or a related field with at least 18 graduate credits in Education.
- Minimum of 5 years full-time teaching experience as a fully licensed educator in Grades 1-8.
- 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 (Desired Experience/Training):

- Higher education teaching experience with education content and methods courses such as Curriculum & Evaluation; Foundations of Education; Science Methods, Math Methods, etc. preferred.
- Experience advising students.
- Familiarity with and ability to operate or oversee the operation of computers, audio-visual equipment, other relevant technology and software.
- 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 populations.
- Ability to teach and work with students with learning disabilities.
- Demonstrated commitment to professional development.

Reviewed: 3/20, 5/21, 1/25, 3/25