Computer Science Instructor

Position Title: **Computer Science Instructor**
Contract Term: **9-month Academic Year**
Accountable To: **V.P. of Academics**
Salary: **$64,011 (minimum)**

Summary of Position: Provide post-secondary, learner-centered instruction in Computer Science in accordance with the TMC Mission Statement. Encourages a culture of learning that values mutual responsibility, life-long learning, as well as personal and professional development. This is a grant funded position, funded through May 2029.

The responsibilities of a faculty member are divided into the three categories: teaching, advising, and service/ 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.

- Prepares and maintains updated instructional materials, syllabi and course curriculum.
- Classroom and laboratory preparation, instruction and supervision of students.
- Effectively maintain and manage the classroom, through the creation of 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/community service project(s). Community instruction such as preparation and presentation of College course work off-campus, workshop, seminars, and in-service for professionals and others.
- Develop and follow an "Individual Professional Development Plan (IPDP)" as prescribed by TMC's faculty 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.

This institution is an equal opportunity provider.

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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 to the academic programs or 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.
- 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.
- Other tasks as needed.

QUALIFICATIONS (Desired Experience / Training):

Minimum Qualifications:
- Master of Science degree in Computer Science, Information Systems or closely related field with at least 18 graduate credits in Computer Science.
- 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 Turtle Mountain College.

Preferred Qualifications:
- Experience in curriculum development.
- Teaching experience in Post-Secondary education.
- Familiarity with and ability to operate and 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 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.
- Ability to teach and work with students with learning disabilities.
- Demonstrated commitment to professional development.

Written: 5/21
Revised: 11/25