TURTLE MOUNTAIN COLLEGE

10145 BIA Rd 7, PO Box 340 Belcourt, ND 58316 | (701) 369-6060 | tm.edu

Biology Instructor

Position Title: **Biology Instructor**
Contract Term: **9-month Academic year**
Accountable To: **V.P. of Academic Affairs**
Salary: **$64,011 (minimum)**

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

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, learner centered instruction and supervision of students.
- 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. Continuous research and implementation of effective teaching methods and materials.
- Develop and follow an Individual Professional Development Plan (IPDP).
- Development of new courses and programs of study.
- Periodic evaluation of library holdings and recommendations of books.
- 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.
- Post schedules and maintain office hours.
- Providing educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions
- Other tasks as needed.

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.

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- 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.

EDUCATION & EXPERIENCE:

Minimum Qualifications:

- A Master's degree in Biological Sciences, with at least 18 graduate credits in biology.
- Acceptance 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 College.
- Willingness and ability to travel and/or teach at various hours and locations, as necessary.
- Ability to work collegially with all individuals in the tribal college setting

Preferred Qualifications:

- A Doctorate degree in Biological sciences.
- 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.

Revised: 2/24, 6/18, 5/21, 2/24, 11/26

This institution is an equal opportunity provider.