TURTLE MOUNTAIN COLLEGE

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

English Instructor

Position Title: **English 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 English 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.

- Collaborate with appropriate staff and faculty in continued accreditation of the English curriculum.
- Assisting in planning course schedules.
- Instruction and supervision of students.
- Effectively maintain and manage the classroom, through the creation of a vibrant learner-centered teaching atmosphere.
- 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 program.
- Development of new courses and programs of study.
- Periodic evaluation of library holdings and recommendations of books.
- Communicates expectations and establishes clear grading criteria through appropriate instructional means to include, but not limited to, developing course syllabi, handouts, and materials supporting the instruction process.
- Evaluate student progress and provides clear, timely, feedback.
- Review course texts as needed.
- Orders appropriate equipment and supplies needed for a course instruction.
- Work effectively and cooperatively with colleagues in the department and other departments; contribute to ongoing curriculum and program development and institutional assessment.
- Carry out the mission of the institution by incorporating the local culture throughout the curriculum.
- Maintain a professional, courteous attitude and demeanor in all instances when working with students, and when acting as a representative for TMC.
- Read and communicate using Google email; use TMC's Jenzabar and Canvas learning management systems,
- Respect student's rights to confidentiality and follow legal guidelines regarding information.
- Post schedules and maintain office hours.

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- 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.

Service & Scholarship:

- Implementation and participation in service learning project(s).
- 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.
- Coordination, advisement, and supervision of student activities, organizations or clubs not directly related but supplemental to academic programs.
- Development, implementation and sharing of results of college and/or community service learning projects.
- Community instruction such as preparation and presentation of College course work off-campus, workshop, seminars, and in-service for professionals and others.
- 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.
- 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 duties as assigned.

EDUCATION & EXPERIENCE:

Minimum Qualifications:

- A Master's Degree with at least 18 graduate credits in English.
- 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.
- Willingness and ability to travel and/or teach at various hours and locations, if necessary.
- Ability to work collegially with all individuals in the tribal college setting.

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Preferred Requirements:

- Doctorate in English or Communications; must have minimum of 18 graduate credits in English.
- Experience in curriculum development.
- Experience teaching English; preferably in higher 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.

Reviewed: 8/24
Revised: 11/26

This institution is an equal opportunity provider.