

Spanish GED: Aide/Instructor:

College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic, and highly skilled candidate to serve as a part-time Spanish GED Aide/Instructor. This person will also work closely in a team environment with other GED faculty.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon. The county has a population of 26,000 and TBCC serves over 2,060 students per year.

Organizational Relationship

Reports to the Dean of Academic Partnerships

General Statement

Under the direction of the Dean of Academic Partnerships, the successful candidate will serve Tillamook Bay Community College by instructing Spanish speaking students on material needed to earn their GED. The candidate will teach students basic skills encompassing Math, Science, Writing, and Reading Comprehension, preparing students to take and pass the GED. TBCC seeks a collegial, dynamic educator committed to creating an environment of active student learning. In particular, we seek an individual who will take a leadership role in not only helping students complete their GED, but inspiring them to continue their education and/or career goals. This candidate must be able to operate as a member of the team, have highly developed interpersonal skills, and have the ability to communicate with people at all levels. TBCC strives for equity and is committed to hiring and retaining diverse and dedicated faculty and staff who will lead the way in helping our students expand their knowledge and potential.

Term of Employment

The Aide/Instructor position will be term by term based on enrollment.

Major Areas of Responsibility

1. Assist the GED Instructor in helping individual students.
2. Instruct students on material needed in order to earn their GED.
3. Teach basic skills encompassing math, science, writing, and reading.
4. Help students prepare and study for GED exam.
5. Assess students' readiness to take exam.
6. Track data (attendance, pre/post test scores, GED exams taken, GED exams passed)
7. Grade papers and perform other administrative duties as needed.
8. Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
9. Develop incentives to keep participants in class.
10. Work with GED Instructor and Dean of Academic Partnerships to ensure program goals are being met.
11. Tutor students on an individual basis.
12. Establish and communicate clear objectives and goals for all learning activities.
13. Willing to outreach and enroll new students.
14. Observe and evaluate student's performance.
15. Attend faculty professional development and orientations as required and requested.

Specific Responsibilities

1. Provide quality instruction in Spanish in all subjects needed to pass the GED.
2. Measures student progress, course progress, program progress and institution level progress and uses data to improve all.
3. Meets all scheduled class periods. May be asked to fill in for GED Instructor in emergency situations.
4. Prepares and develops materials as assigned by the GED instructor.
5. Keeps attendance and achievement records and submit all paperwork in a timely manner.
6. Integrates current teaching methods and technological changes and developments into curriculum and classroom presentations.
7. Able to use computer-based instruction and monitor student progress
8. Utilizes outcome-based learning principles.
9. Works with Librarian to familiarize students with the availability and use of materials and testing center.

10. Engages in active teaching and field best practices utilizing innovation and creativity.
11. Is not afraid to take risks, monitor implementation, assess and revise as needed.
12. Supports diversity through inviting classroom and learning environment.
13. Applies appropriately identified accommodations for students with differing abilities.
14. Works cooperatively across the college to help the college achieve its mission and goals.
15. Familiar with college programs, certificates, and degrees to help students navigate their future choices.
16. Participates in evaluation process according to policy and procedure.
17. Maintains a positive, professional demeanor.

Minimum Qualifications

1. Bi-lingual in Spanish
2. High School Graduate or Equivalency.
3. Associates Degree (or progress towards a postsecondary degree)
4. Experience working in an educational environment.
5. Minimum three years of positive work history.
6. Ability to teach High School Math (quantitative problem solving and algebraic problem solving)
7. Ability to teach High School English (essay writing, grammar, and spelling).
8. Proficient Computer Skills (Microsoft Office Suite, Online LMS)

Preferred Qualifications

1. Bachelor's Degree
2. Three to five years' experience working in education.
3. Experience teaching adult education courses.
4. Special Education degree/experience
5. A genuine passion for teaching and service is strongly desired.
6. Knowledge of innovative and effective classroom teaching methods will also be appreciated.

Knowledge, Skills, Abilities

1. Requires people skills, ability to multitask, and a calm demeanor, with a knack for productive collaboration across functional areas.
2. Strong writing skills.
3. Strong organizational skills.

4. Ability to work independently and in a self-directed manner.
5. Ability to handle multiple priorities in a multi-tasking environment.
6. Ability to carry out confidential tasks or manage situations with tact, sensitivity and discretion.
7. High degree of professionalism and service orientation with respect to the quality of work and interaction with others.
8. Flexible and able to coordinate multiple complex activities, set priorities and work independently under deadline with attention to detail.
9. Ability to work in an environment where ambiguity is not uncommon, where development and implementation phases may occur simultaneously.

Position open until filled

Compensation: \$35.95 per hour. Benefits in accordance with Board policy.