



TILLAMOOK BAY

COMMUNITY COLLEGE

Position Title: Faculty – Education Instructor

Department: Office of Instruction

Work type: Full Time, 1.0 FTE

FLSA: Exempt

Term of Employment: 173 Days / September 18, 2023 - June 15, 2024

Compensation Band: MA - PHD, EdD

Annual Salary Range:

Masters: \$66,699 - \$95,097

Doctorate: \$79,642 - \$113,550

Additional salary possible with graduate credits beyond minimum for Master's.

Initial Placement Salary:

Masters: \$66,699 - \$77,322

Doctorate: \$79,642 - \$92,327

Based on qualifications, experience, and internal equity.

Organizational Relationship: Reports to the Dean of Instruction

Location: Tillamook, OR

College and Area Information:

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

Tillamook, OR is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

Vision, Mission, and Values:

Vision: TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

Mission: TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

Values: Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

Relationship-Oriented
Innovative
Student-Centered
Equitable
Scholarly Excellence

TBCC Equity Statement:

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

Faculty - Education Instructor

The Education Instructor will provide quality instruction using instructional methodology appropriate to the audience and to the subject that will contribute to the learning experiences necessary for each student to meet the objectives of the course and to be successful in both their education and career development experiences. They must be able to explain and deliver materials in a variety of ways to meet the needs of a broad range of learning abilities.

The Education Instructor will work with the college to develop and lead a top-notch education program. Instructional work includes curriculum review and redesign that typically accompanies program reviews. This instructor will be a collegial, dynamic educator committed to creating an environment of active student learning while engaging in scholarly activity and service in accordance with the mission and goals of the department and college. The Education Instructor will act as a member of the team, have highly developed interpersonal skills, and can communicate with people at all levels. TBCC strives for dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

Essential Job Functions:

Specific Duties

- Support the development of an innovative, trauma informed, culturally responsive program that meets the needs of a diverse student body.
- Provide academic leadership in the implementation of a robust education program. This will involve the development of appropriate curriculum and courses leading to degree completion.
- Support student's academic success through innovative teaching and support mechanisms.
- Willingness to oversee other programs, such as the Career Guidance and Student Success courses.
- Effectively teach coursework in assigned discipline.
- Engage in assessment of programs, course, program, and institutional learning outcomes via Student Outcomes & Assessment database.
- Attend faculty professional development and orientations as required.
- Instruct students in a classroom, lab, online, learning center, or other setting as appropriate.
- Provide student contact before or after class or through telephone or email exchanges or office hours where facilities and schedules permit.

- Prepare, distribute, and utilize instructional support materials, including course syllabi, supplementary materials, instructional media, and other devices as appropriate; incorporates the latest classroom technology when available and appropriate into instructional activities.
- Structure classes and curriculum to correspond with the overall program objectives and prepare clear objectives for students in each course.
- Maintain and revise curriculum to maintain currency.
- Understand, develop, and provide a learning environment that supports diversity and incorporates sensitivity to diversity within the College community.
- Maintain classroom, laboratory, and departmental equipment and provides for the security of facilities and instructional materials as appropriate.
- Convene classes on time and as scheduled.
- Maintain evaluation and grading records for assigned students; enter grades and provide all necessary documentation for incompletes within established College timelines.
- Ensure and emphasize safe working and classroom conditions and practices.
- Assist students who may have difficulties in academic or personal areas and assist in accessing referral resources.
- Attend in-service sessions and division meetings.
- Direct aides and work-study students as assigned.

Knowledge, Skills, Abilities

- Demonstrate knowledge of and stay current in educational theory and practice.
- Demonstrate sensitivity and experience working with diverse individuals.
- Demonstrate knowledge and skills in classroom management, the science of reading, special education, and 504 plans.
- Demonstrate commitment to diversity through an inclusive and engaging learning environment.
- Skilled in collaborating effectively across functional areas.
- Skilled in time management to enhance productivity.
- Skilled in professionalism and service orientation, ensuring high-quality work and interactions.
- Skilled in delivering effective presentations and maintaining strong organizational and writing skills.
- Ability to support program preparation and ensure adherence to accreditation standards.
- Ability to plan, organize, and execute tasks independently.
- Ability to adapt to changing priorities and coordinate multiple complex activities.
- Ability to work under deadlines with attention to detail.
- Ability to handle confidential matters with discretion, tact, and sensitivity.

Qualifications:

Minimum Qualifications

- Master's degree in elementary education or related discipline
OR
Master's degree and 24 graduate credit hours in elementary education.
- Teaching experience at the college level or the equivalent.

- Mastery of the subject area at a sufficient level to instruct and coach students in the knowledge, skills and attitudes requisite for success in the courses and programs at Tillamook Bay Community College.
- Must pass a pre-employment criminal history background investigation.

Preferred Qualifications

- Experience integrating cultural literacy principles into teaching to support diverse ages, backgrounds, and learning abilities. Ability to adapt to different audiences, provide varied explanations, and accommodate multiple learning styles.
- Experience using Open Educational Resources (OER) in the classroom.
- Ph.D. in Elementary Education or a related field.
- 3–5 years of teaching experience in a K-8 setting.
- 3–5 years of college-level teaching experience, preferably at a community college.
- Bilingual in English and Spanish.

Benefit Information:

TBCC provides excellent benefits, including medical, dental and vision insurance, as well as paid leave, long-term disability and accidental death insurance. Paid leave includes sick, holiday and personal leave. TBCC pays all contributions to Oregon PERS. Tuition waiver available for eligible employee, spouse, or dependents. Optional benefits include flexible spending, health spending, additional life insurance and other supplemental insurances as well as 403(b) retirement accounts.

Equal Opportunity Employer:

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact Human Resources, 4301 Third Street, Tillamook, Oregon, Phone (503) 842-8222 ext. 1021.