



MESALANDS COMMUNITY COLLEGE

Job Announcement
Open Until Filled

POSITION:	Integrated Basic Education and Skills Training (I-BEST) Faculty (SUN PATH instruction and curriculum/program development)
WAGE RANGE:	Depends on experience, salary competitive
PART TIME:	Part-Time

Mesalands Community College is seeking candidates for a part-time Nine Month - Grant Funded Position for three years: Teaches assigned I-BEST classes and performs instructional duties in the Department of Labor (DOL) funded Trade Adjustment Assistance Community College and Career Training (TAACCCT) program. This faculty position will co-teach the basic skills component of the entry level healthcare certificates and will partner with the content area teacher to contextualize the English and Math skills development.

[Continuation of this position is contingent upon available grant funds]

Essential Functions: The employee is responsible for the following:

- Collaborates with content area teachers to develop contextualized and integrated course syllabi, curriculum, and lesson plans.
- Co-teaches the content area healthcare classes with the content area teacher providing support with literacy, math, and comprehension.
- Teaches the basic skills support labs.
- Schedule and administer pre and post testing to measure Educational Functioning Level (EFL) gains.
- Advises students concerning academic achievement and learning goals
- Attends all I-BEST trainings with co-instructor
- Acquaints students with course content, requirements, grading procedures, attendance policy
- Maintains course outlines and assessment materials
- Seeks ways to improve instruction
- Maintains approved schedule of office hours
- Assists in the choice of textbooks and other instructional materials that are appropriate to the course syllabi;
- Creates curriculum and assessment instruments
- Uses appropriate technology in teaching

- Attends and supports college activities
- Participates in faculty, division, college wide and other meetings and functions
- Collaborates with I-BEST instructor teams across the SUN PATH consortium to share best practices and curriculum
- Supports and assesses students' academic growth toward attainment of GED and identified certificate
- Collaborates with other faculty and staff in Adult Education and across the campus.

Minimum Job Requirements

- Bachelor's Degree in related field.
- Four years of experience teaching and/or at least one year teaching developmental English and/or Reading or Adult Education at a Community College.
- 3 years of experience coordinating/managing grant funded programs.

Preferred Qualifications

- Master's Degree in education, distance education, training, or a related field.
- Experience with curriculum development and student advising.
- Experience using a learning management system for higher education environments and/or creating web-based instructional and supplemental materials
- Experience with use of standardized assessments
Prior experience teaching I-BEST courses

Knowledge, Skills and Abilities Required by the Position

- Current and demonstrated knowledge in applicable course content
- Knowledge of current teaching methodologies and practices such as cooperative learning, diverse learning styles, tutorial units and related instructional learning laboratories, evaluation methodologies, curriculum design and planning.
- Must possess strong verbal and written communication skills. Skill in problem solving, time management, computer use, and critical thinking.
- Ability to communicate information and ideas, to work with students with learning differences and disabilities.
- Knowledge of learning outcomes assessment principles.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in leadership and collaboration.
- Skill in oral and written communication.
- Skill in working within time constraints.
- Ability to work effectively with a diverse group of stakeholders.

Mathematical skills

Ability to perform mathematical functions related to budgets and expenditures.

Reasoning ability

Ability to solve practical problems and deal with a variety of situations.

Technology skills

Ability to utilize computers proficiently

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear.

The employee must regularly lift and/or move up to 20 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually low. Job performance is indoors. Some travel may be required.

HOW TO APPLY

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application available on-line at www.mesalands.edu; copies of transcripts for college courses completed; must provide a copy of a valid driver's license, and list of three references, including name, address, and phone numbers. All required application materials must be received by:

Attn: Human Resources
Mesalands Community College
911 S. Tenth Street
Tucumcari, NM 88401
(575) 461-4413, ext. 112

Employment preference will be given to qualified veterans, please provide proof of service with honorable discharge.

Application deadline until filled.