

Writing - Composition Instructor Employment Opportunity

Employee Classification:	Exempt Professional Faculty
Position Status:	Part-time Faculty
Salary:	\$387 - \$521 per credit hour
Teaching Location:	Main Campus, Newport & North Campus, Lincoln City
Assignment Start:	Winter Term 2015-16
Recruitment Closes:	Open Until Filled

GENERAL NARRATIVE DESCRIPTION OF POSITION

The instructor will promote excellence in instruction by identifying and meeting the learning needs of students to effectively present curriculum that is understandable to individuals at various levels of learning and with varying learning needs. Plans, develops, and presents organized learning opportunities for students in accordance with approved course outlines in topics pertaining to Writing/Composition while meeting the College's academic program goals.

Instructor will maintain information concerning sensitive legal matters and proceedings in a confidential manner. Demonstrate a willingness to cultivate skills and embrace changes and developments in technology. Interaction with members of the community and with personnel of various business establishments and entities in a positive, professional manner. Instructor will contribute as a member of an interdisciplinary academic team. Effectively and professionally interact with individuals from various socio-economic, cultural, and educational backgrounds and with varying lifestyles, learning styles, and learning needs. Provide an inclusive classroom environment that is sensitive to and respectful of student diversity. The instructional schedule may vary from term-to-term and travel to a variety of teaching locations throughout Lincoln County.

Part-time faculty appointments are term by term. Faculty positions are represented by the collective bargaining agreement between American Federation of Teachers and Oregon Coast Community College.

TYPICAL DUTIES & RESPONSIBILITIES

Class Oversight: Prepares instructional materials including course outlines and accurate syllabi. Meets all assigned classes. Applies the college's values for teaching and learning. Facilitates learning that applies to students' academic and career goals. Meets the curricular needs of students at various learning levels. Encourages mutual responsibility for a supportive learning environment. Provides effective teaching strategies in an environment that encourages student and instructor interaction. Actively engages students in the learning process. Encourages creative and critical thinking

Communications: Instructs and demonstrates to students appropriate safety policies and procedures to follow. . Interacts with students and staff in a professional manner. Assures effective two-way communication at all levels of responsibility.

Record Keeping: Evaluates and grades student progress. Maintains accurate records of student enrollment, attendance, and scholastic progress.

Customer Service and Public Relations: Maintains a safe learning and working environment by following safety policies and procedures established by the College and by OSHA. . Works collaboratively with colleagues.

Other duties as needed: Use of media aids, the library, and other resources, as applicable. Requires a flexible work schedule to meet program needs which may include evenings and/or weekends. Ability to work an instructional schedule that may vary from term-to-term. Ability to travel to a variety of teaching sites throughout Lincoln County.

**The list of typical duties & responsibilities is intended to be representative of the tasks performed by this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

COURSE DESCRIPTIONS

Introduction to Expository Writing - WR 115 (4 Credits): Introduces college-level skills in reading critically, exploring ideas, and writing. Covers composing essays which support a thesis through structure appropriate to both thesis and reader and revision for clarity and correctness.

English Composition - WR 121 (4 Credits): Focuses on academic writing as a means of inquiry. Uses critical reading; discussion and the writing process to explore ideas; develop cultural awareness; and formulate positions. Emphasizes development of a variety of strategies to present evidence in support of a thesis.

English Composition – WR 122 (4 Credits): Continues the focus of WR 121 on academic writing as a means of inquiry with added emphasis on persuasion and argument supported by external research. Uses critical reading, discussion, and the writing process to explore ideas, develop cultural awareness, and formulate original positions.

English Composition – WR 123 (4 Credits): Uses extensive research writing to develop skills in critical analysis and documented argument. Students synthesize their considered response to designated text(s) and/or issues with the reactions of other writers. Includes paraphrasing, summarizing, quoting, and documenting using style appropriate to discipline researched.

Writing Research Papers – WR 222 (4 Credits): This course uses extensive research writing to develop skills in critical analysis and documented argument. Students synthesize their considered response to designated text(s) and/or issues with the reactions of other writers. Students gain experience locating and using sources via library catalogs, professional databases and other forms of research. Includes paraphrasing, summarizing, quoting, and documenting, using style appropriate to discipline researched

EDUCATION & EXPERIENCE

Minimum Qualifications:

- Master's degree in English or writing – composition from an accredited college or university
- Or
- Other Master's degree with successful completion of a minimum of 30 quarter hours of graduate-level writing and composition coursework.
- Ability to effectively present curriculum that is understandable to individuals at various levels of learning and with various learning needs.
- Demonstrated ability to plan learning experiences and exercises that are directly related to the curriculum.
- Strong oral and written communication skills.

Preferred/Special Qualifications:

- Demonstrated knowledge of effective instructional methods and procedures pertaining to teaching college-level mathematics courses.

Knowledge, Skills, Abilities and Personal Qualifications:

- Understands and utilizes available technology as communication and data gathering tools and integrates technology into curriculum and classroom presentations.

- Maintains currency in subject matter domain and an awareness of current trends and recent research achievements within the discipline.
- Incorporates appropriate skills and techniques utilized in area of expertise and incorporates into instructional activities
- Understand, develop, and provides a learning environment that supports diversity and incorporates sensitivity to diversity in the classroom and the workplace.
- Serves as a positive role-model for students.
- Creates a learning climate of mutual respect and fairness.

WORKING ENVIRONMENT & PHYSICAL REQUIREMENTS

Employee must excel in a dynamic, ever-changing work environment showing a high degree of initiative and the ability to assume responsibility as well as demonstrating effective multi-tasking and best practices administrative and customer service techniques.

Employee must exercise sound and independent judgment in matters of College policy and procedures with demonstrated proficiency and discretion handling matters that may be complex or confidential and sensitive in nature. Develop and maintain effective working relationships while also maintaining an appropriate level of confidentiality

Employee must dress and maintain self in a professional manner.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is often required to walk; use hands and fingers, handle or operate computers, objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work occurs in an Indoor classroom environment. .

Assignment may involve field work conducted at various businesses within Lincoln County. Travel between College and other locations may be required as needed. Occasional travel and overnight stays may be required for training and other purposes.

Light physical exertion with occasional, moderate lifting, bending, stooping, and pulling. Ability to carry equipment and tools of moderate weight, using arms and hands. Mobility to move between offices, classrooms, and floors. Ability to hear the conversational voice and effectively communicate responses. Visual acuity to read and evaluate student work and complete and maintain various types of records. Periodic travel to various instructional sites and field trip locations throughout Lincoln County

OCCC is proud to be the first among the Oregon colleges and universities to be designated as a tobacco- and smoke-free educational institution. The use of tobacco and smoke-emitting materials and devices is prohibited on all the college's campuses, including OCCC's building exteriors and parking lots. The college's policy on non-use of smoke and tobacco products also excludes the use of "electronic" cigarettes.

Oregon Coast Community College is an equal opportunity educator and employer.

APPLICATION PROCEDURE

To apply for this position you must submit:

1. A completed Oregon Coast Community College employment application
2. A current resume with contact information for three references
3. Any certifications, transcripts or licenses
4. Cover letter that addresses your qualifications for the position and answers the following questions:
 - a. How do you meet all of the minimum qualifications and any of the preferred qualifications?
 - b. Why you are applying for this position?
 - c. What are the areas of “fit” between our needs and your skills and background?

The screening committee will review only complete packets. All 4 components must be included, and minimum qualifications and preferred must be addressed.

A DEMONSTRATION OF INSTRUCTIONAL TECHNIQUES WILL BE REQUIRED AS A PART OF THE SCHEDULED INTERVIEW

Application Deadline: Open until filled.

Electronic submissions using the [Faculty Employment Application](#) link on the Oregon Coast Community College’s Employment Opportunities webpage are strongly encouraged. Through that link you will have the opportunity to attach the above documents in either Microsoft Word or Adobe pdf formats.

You may also mail your completed application materials to:

Oregon Coast Community College, 400 SE College Way, Newport, OR 97366-4100

Attention: Human Resources

You may request an application by contacting Human Resources at Employment@occc.cc.or.us or (541)867-8515.

Upon hire, candidate will be required to supply official copies of transcripts for all degrees earned.

Applicants selected for hire will be required to pass a criminal background check as a condition of employment.

Oregon Coast Community College will hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to complete the designated Immigration Services Employers Verification form I-9.

Oregon Coast Community College is an Equal Employment Opportunity institution that values diversity in its workforce and is committed to Affirmative Action. We encourage qualified minorities, women, veterans and persons with disabilities to apply. Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.

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