

FACULTY POSITION OPEN (COMMENCING SPRING, 2020) GENERAL EDUCATION INSTRUCTOR - SCIENCES

ABOUT TRINITY

Trinity Bible College & Graduate School, located in Ellendale, North Dakota, is unashamedly committed to preparing men and women to serve Christ in ministry, mission, and the workplace. At Trinity you will find a passionate and well qualified faculty. You will find very dedicated administrators and a vibrant community of students drawn from around the US and beyond.

SUMMARY

Instructors' primary responsibilities are to provide active and effective learning for student in all applicable educational settings, act as professional and academic role models and commit to student satisfactions. This includes; teaching in classrooms, labs, as well as outside the classroom during campus and student activities. Trinity Bible College & Graduate School faculty are expected to display professionalism and uphold TBC's Mission and the core values of respect for the individual, integrity, teamwork, customer service, and achievement.

INSTRUCTIONAL DUTIES

- Instruct classes as assigned
- Prepare for classes by organizing and becoming familiar with student material
- Prepare lesson plans and course material as required
- Objectively assess students for academic performance
- Effectively organize and present subject matter to students
- Effectively utilize instructional plans provided
- Supplement approved student material as required
- Ensure security of assessment tools and confidential documentation
- Effectively utilize and monitor the learning management systems
- Ensure classes are conducted for the required length of time

STUDENT INTERACTION

- Maintain a classroom environment conducive to learning
- Set the example and be the role model for professionalism and conduct
- Provide regular and constructive feedback, through approved channels, to students regarding academic performance, grades, professionalism, conduct, attendance and other topics as necessary
- Proactively inform Program Director of any student attendance, academic, or behavioral concerns for retention management
- Appropriately maintain student records, grades, and attendance to ensure accuracy
- Ensure compliance with the published attendance policy including recording and posting daily
- Facilitate tutoring and makeup work as needed, ensuring and monitoring student participation
- Refer students to the General Education Chair if additional advising is necessary
- Remain in classrooms for all assigned instructional times
- Adhere to classroom break schedules as per policy

RELATED DUTIES, OUTSIDE THE CLASSROOM

- Record keeping, scanning, etc.
- Stay informed of current standards related to instructional methodology
- Participate in and document ongoing faculty and professional development activities
- Attend outside workshops and seminars to improve instructional and professional skills
- Attend orientations, staff meetings, and faculty meetings as scheduled
- Assist with preparations for graduation ceremonies
- Attend graduation ceremonies as requested
- Participate in student and campus activities as requested
- Assist in inventory, organization and ordering of supplies and classroom material
- Maintain classrooms in a neat and ordering fashion
- Assist in maintenance of equipment and technology
- Report any non-functioning equipment to the General Education Director or Vice President of Academics
- Maintain a professional, enthusiastic, and positive attitude; contribute to a positive campus culture
- Assist financial aid and administrative departments by providing information and coordinating appointments as needed
- Assist with student recognition as requested
- Perform other duties, as assigned

REQUIREMENTS

- Master's Degree in Science or related field with 18 semester hours of graduate level courses in discipline
- Prior teaching experience preferred
- An understanding of and an adherence to the Christian faith

APPLICATION INFORMATION

Contact:

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