

Human Resources

Bay de Noc Community College
Escanaba, MI 49829

Reading Instructor Bay College, Escanaba, Michigan

Bay de Noc Community College, EOE, is seeking a highly-motivated person to serve as a Tenure Track Reading Instructor mainly at the Escanaba Campus.

POSITION SUMMARY:

This faculty member will teach various reading classes and seminars, with occasional courses in writing and/or study skills.

Design and coordinate a Reading Program for our Placement for Success initiative, including classes in developmental reading, vocabulary building, advanced reading, tutorial seminars, and other developmental classes as needed.

RESPONSIBILITIES:

- Responsible for student learning:
 - Develop course syllabus specifically stating the learning outcomes expected of students.
 - Be committed to student retention and success
 - Recognize and respond to different student learning styles and needs
 - Develop and/or use technology and supplementary learning materials and resources
 - Access student readiness and monitor progress with available technology and diagnostic tools.
 - Use best practices in the teaching and learning process
 - Bring diversity into the classroom
 - Advise students on academic and vocational curricula and on other career issues
 - Maintain regularly scheduled office hours
 - Create a classroom environment conducive to critical thinking, critical reading, and critical communication skills
- Provide leadership and advocate for continuous improvement in reading instruction in the College's curriculum.
- Collaborate with other teaching faculty, staff and administration to ensure that all students receive instruction and supervision that promote learning and personal growth
- Be active in college activities, including student advising, placement, and registration.
- Keep abreast of developments in the field by reading current literature, working with colleagues, participating in conferences, and doing other professional development activities.
- Serve on divisional, academic or administrative committees that deal with continuous improvement, institutional policies, and academic issues, as well as the Placement for Success and Developmental Committees.

EDUCATION and EXPERIENCE REQUIREMENTS:

- Master's Degree in Reading, Adult Literacy, Developmental Education, or an appropriately related field, or a Master's Degree in Education with at least 18 semester hours of graduate level courses in Reading or Literacy.
- College level teaching experience in reading, or significant teaching experience working with adult learners; significant K-12 experience teaching reading will also be considered.
- Literate in information technology and computer use.
- Knowledge of current reading/literacy theory and research-based pedagogy, active learning, and best practices for teaching developmental learners.

PREFERRED ADDITIONAL QUALIFICATIONS:

- Experience in teaching college-level writing and/or study skills a plus.
- Training and/or experience working with dyslexic students a plus.
- Experience in college-level curriculum development a plus.

PHYSICAL REQUIREMENTS:

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

WORK ENVIRONMENT:

Work environment characteristics 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. The noise level in the work environment is usually moderate. The above statements are intended to describe the general nature and level of work being performed by personnel assigned into this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Job related functions may be performed with or without accommodations.

SALARY RANGE AND BENEFITS: Dependent upon education and experience. Annual salary range \$43,302 to \$53,001. Benefits include health, life, and dental insurance, Michigan Public School Employees Retirement Systems or TIAA/CREF, YMCA membership, Wellness Program, Tuition reimbursement and professional development support.

Anticipated Start Date: August 2008

Application Deadline: **March 24, 2008**

All applicants are required to submit:

1. Completed Bay College Application available from our website at:
<http://www.baycollege.edu/hr>
2. Cover letter
3. Resume
4. All graduate and undergraduate transcripts
5. Names and contact information for at least three (3) references **along** with three (3) letters of recommendation

Thomas J. Griggs
Director of Human Resources
Bay de Noc Community College
2001 North Lincoln Road
Escanaba, MI 49829-2511
Ph: 800-221-2001 ext. 1159 or ext. 1145 Fax: 906-789-6925
Email Applications to: employapp@baycollege.edu
Web: <http://www.baycollege.edu/hr>

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, political affiliation, disability, height, weight, marital or veteran status, or any other legally protected classification. Questions concerning Title IX of the Education Amendment of 1972, which prohibits discrimination on the basis of sex, should be directed to the Affirmative Action Coordinator: Carolyn Bissell, Executive Director for Institutional Advancement or the Director of Human Resources. Inquiries related to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of handicap, should be directed to the ADA Coordinator: Christian Holmes, Dean of Liberal Arts and Dean of Learning Resources.

Bay College's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus or other specified locations. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Director of Human Resources or by accessing the following web site <http://www.baycollege.edu/publicb.html>