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# GRAYS HARBOR COLLEGE

## Job Announcement

### Computer Literacy Instructor Stafford Creek Corrections Center Full-time, 1 Year, Non-Tenure Track

Open: 06/25/2010

Open until filled  
1<sup>st</sup> Review Date: 07/26/2010

#### \*\*\*APPLICATION PROCEDURE\*\*\*

##### APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING:

1. Letter of application that addresses how your experience and education qualify you to perform the assigned responsibilities.
2. [GHC Application](#) (download)\*
3. [DOC Background Check Authorization Forms \(3 pages\) \(downloads\)\\*](#) - Signatures on these forms are required to be complete
4. Detailed resume of experience, education and professional training
5. Statement describing your teaching philosophy/style as it relates to the teaching position
6. Three current letters of professional reference
7. Transcripts of all college work completed. Unofficial copies are acceptable, official copies will be required at time of hire

For guaranteed consideration, application must be received by July 26<sup>th</sup>, 2010. This position will remain open until filled. Incomplete applications will not be accepted or considered for interview. **All application materials become property of GHC, and will not be returned or photocopied.**

##### PROCESS NOTE:

The candidates selected for interviews will be subject to Criminal History Background Checks.

\*We would like to encourage you to submit your entire application packet electronically to [pfoshaug@ghc.edu](mailto:pfoshaug@ghc.edu). If you have any questions, please contact Patricia Foshaug at 360-538-4218 or 1-800-562-4830, ext. 4218 or visit our website at <http://www.ghc.edu/hr/employment.htm>.

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#### HUMAN RESOURCE OFFICE

1620 Edward P. Smith Drive • Aberdeen, WA 98520 • (360) 538-4218 • <http://www.ghc.edu/employment>

## ABOUT THE COLLEGE

Grays Harbor College (GHC) has served Grays Harbor and Pacific Counties with academic-transfer, professional and technical education, and basic skills programs since 1930. Aberdeen, a city of approximately 17,000, enjoys a mild marine climate and is the gateway to a large variety of recreational opportunities from the ocean beaches to the Olympic National Park.

## ABOUT THE POSITION

### **This is a one year full time non tenure track position**

This position will provide instruction to students at the Stafford Creek Corrections Center (SCCC) in computer literacy. The courses will integrate work-related skills into the curriculum. SCCC is a 2,000-bed, multi-custody facility on a site five miles west of Aberdeen, Washington.

## PRIMARY RESPONSIBILITIES

The successful candidate will be expected to do the following:

1. Demonstrate high levels of professional behavior and teaching skill to meet the classroom instructional needs of students, including class organization, preparation and presentation, student interaction, communication and student motivation.
2. Fulfill program management needs by assuring that all instructional and support materials are ordered and prepared for class sessions.
3. Demonstrate excellent skills managing the learning experience of students in a one on one lab learning environment assisted by inmate assistants
4. Teach a variety of MS Office courses in the Information Technology Core program standardized in Washington correctional facilities. (Microsoft Windows XP or newer operating systems, beginning and advanced Microsoft Word, Excel, Outlook, and PowerPoint.)
5. Be a positive role model for students in a corrections education environment
6. Work well as a team member with GHC support staff, instructor colleagues, administration and DOC personnel.
7. Participate positively in department, division, and college activities
8. Understand and comply with policies and procedures of Grays Harbor Community College and the Department of Corrections (DOC)
9. Demonstrate skills and ability to flexibly adapt to a dynamic environment.

## REQUIRED QUALIFICATIONS

1. Bachelor's degree in a computer-related field; OR a bachelor's degree in an unrelated field with a two-year ATA degree in a computer-related field; OR equivalent education and 2-3 years work experience using MS operating systems and office applications at a sophisticated level
2. Demonstrated successful teaching experience in a computer-related field equivalent to at least one academic quarter.
3. Demonstrated ability to work effectively with populations representing diverse backgrounds, life experiences and abilities.
4. Demonstrated ability to communicate effectively in oral and written English.

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## PREFERRED QUALIFICATIONS

1. Experience teaching and developing a wide variety of courses.
2. Completion of DOC CORE training.
3. Washington Professional-Technical instructor certification or eligibility for initial certification.
4. Demonstrated self-starter with the ability to work independently.
5. Demonstrated ability to operate effectively in a highly regulated environment.
6. Demonstrated experience as a positive member of a work team
7. Possess a creative, flexible, positive, enthusiastic instructor and colleague.
8. Demonstrated ability to adapt to a variety of teaching situations, including a wide range of student preparedness.

## SALARY AND BENEFITS OR EMPLOYMENT TERMS

This is a one year full time, non tenure track, specially funded position that will require a non-traditional work schedule, including evenings. The customary full-time faculty contract term is typically 215 days (contingent upon funding), with placement on the salary schedule determined by education and experience. The benefits package includes a medical, dental, and vision plan, and employee/employer participation in an excellent retirement plan.

The DOC contracts with GHC, to provide educational services for offenders. This position is located at SCCC. Although safeguards are implemented to protect staff, this work will be performed in a correctional facility where the potential for violence exists. Applicants for this position must be able to pass a N.C.I.C. background check, and be cleared to work within a prison. Continued access to the facility is an essential element of employment. SCCC is both a drug-free and a tobacco-free facility for staff and offender students.

If an applicant has a physical or mental condition which requires the College to make a reasonable accommodation for the application and screening process, the applicant must notify the Human Resources Office at least three (3) working days prior to the date of the need.

**Grays Harbor College is firmly committed to providing an environment that provides fair and equal treatment in public employment and equal access to its programs and services.** This shall be provided to all persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or veteran status. In accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. TTY-TTD 360-538-4223.

The following persons have been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Services and/or Office of Human Resources, Grays Harbor College, 1620 Edward P. Smith Drive, Aberdeen WA 98520, (360) 532-9020.