

Vacancy Announcement

Instructor

James River Correctional Center

ND Dept of Corrections & Rehabilitation

Location: Jamestown

Salary: \$15.00/hour

Closing Date: 11/27/2009

Position Number: 530-518-5809

Requisition Number: None

Status: Full-time or Part-time, Temporary

Type of Recruitment: Internal/External

Job Order Number: None

Date Posted to Web: 11-05-2009

Minimum Qualifications:

Requires a bachelor's degree in the required teaching field, two years of teaching experience, and possession of a valid North Dakota Teaching Certificate. Must be able to demonstrate knowledge of educational methodology and techniques, demonstrate good communication skills, and willingness to learn and work effectively with incarcerated adults. It is extremely important to function well as a team member. This is a grant funded position.

Applicants must successfully complete a standard background check and criminal record check.

Application Procedures:

Submit the following documents to:

Mark Bollinger, HR Officer
James River Correctional Center
2521 Circle Drive
Jamestown, ND 58401
701-253-3804
mbollinger@nd.gov
Fax 701-253-3735

- Application Form – SFN 10950
- Letter of Interest

- Resume and Licensure
- Transcripts

Application forms (SFN 10950) may be obtained at the James River Correctional Center, Job Service, or the following website: <http://www.nd.gov/hrms/>. DOCR internal applicants should complete the DOCR Internal Application (SFN 18116), in lieu of SFN 10950, available on the DOCR Intranet under State Forms/Internal Employment. Application materials must be received by 4:00 p.m. on the closing date listed above. Application materials must clearly explain how experience and education are related to the minimum qualifications and job duties.

Applicants who are residents of ND and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must include a current statement of disabled status from the Veteran's Affairs Office.

Contact Mark Bollinger, Human Resource Officer at 701-253-3804 or TTY 800-366-6888 for more information or assistance in the application or interview process.

Summary of Work:

Responsibilities include but are not limited to: Specific duties include but are not limited to: participate in calendar, program, and curriculum evaluation and development; administer, score, and evaluate competency exams to determine level of ability and need; participate in staff meetings, in-service, and other required meetings; provide input into the development of individual education plans; prepare and maintain scholastic records; prepare and maintain reports as required; tutor inmates individually or in groups in basic literacy skills; provide instruction in basic reading, writing, and math skills toward obtaining a GED certificate. Prefer experience with learning disabilities.

Equal Opportunity Employer

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provisions of services, and complies with the provisions of the North Dakota Human Rights Act.