



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Health & Fitness Instructor

Position Title: Health & Fitness Instructor
Contract Term: 9-month academic year
Accountable To: Dean of CTE
Salary: \$64,011 (minimum)

Summary of Position: This position is to provide post-secondary, learner-centered instruction in the Health & Fitness program. The position will assist in the implementation of all components of a curriculum designed to assist students in building knowledge, skill and ability. The position will instruct and facilitate meaningful learning in the course competencies in the curriculum and proactively support all facets of the learning environment. Encourage a culture of learning that values mutual responsibility, life-long learning, as well as personal and professional development.

TEACHING

The key purpose of the College and therefore of faculty, is instruction. Enabling students to fulfill their total personal, intellectual, and vocational objectives constitute the heart of faculty responsibility.

- Classroom and laboratory preparation, instruction and supervision of students.
- Effectively maintain and manage the classroom, through the creation a vibrant learner-centered teaching atmosphere.
- Community instruction such as preparation and presentation of College course work off-campus, workshop, seminars, and in-service for professionals and others.
- Measurement of student performance including the preparation, administration, grading and evaluation of student coursework, and the reporting of grades in a timely manner.
- Coordination and assessment of academic courses and programs.
- Periodic evaluation of library holdings and recommendations of books
- Development of new courses and programs of study.
- Implementation and participation in service learning project(s).
- Develop and follow an "Individual Professional Development Plan (IPDP)" as prescribed by TMCC's faculty salary policy manual.
- Other tasks as needed.

ADVISING

- Post schedules and maintain office hours.
- Providing educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions
- Track the progress of students
- Refer to appropriate resources as needed
- Other tasks as needed.

SERVICE

- Service on departmental, self-study or institutional committees.
- Participation in College sponsored activities such as recruiting students, graduation activities, and other



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Health & Fitness Instructor

planned activities and meetings.

- Coordination, advisement, and supervision of student activities, organizations and clubs directly related to the academic programs.
- Coordination, advisement, and supervision of student activities, organizations or clubs not directly related but supplemental to academic programs.
- Development, implementation and sharing of results of college and/or community service learning projects.
- Initiation and/or participation in civic engagement activities.
- Other tasks as needed.

SCHOLARSHIP

- Participate in faculty development initiatives.
- Ongoing research that leads to the discovery of new knowledge, proficiency and growth in one's field.
- Publication and dissemination of scholarly writing.
- Serve as a peer reviewer for scholarly writing.
- Holding office or membership in professional organizations.
- Attending and participating in meetings, conferences and conventions of professional associations.
- Writing proposals for research or other projects that support academics.
- College connected consultation or professional community service.
- Continuous research and implementation of effective teaching methods and materials.
- Other tasks as needed.

SUPPLEMENTAL RESPONSIBILITIES

- Conducting program financial planning (fiscal responsibility of program).
- Facilitating problem solving sessions for the program.
- Recruiting students interested in Health & Fitness careers and supporting that interest through academic advising, career counseling, and financial aid.
- Researching best practices and incorporating them into curriculum.
- Participating in the continued accreditation of the program.
- Develops and delivers hybrid and online courses.
- Communicates expectations and establishes clear grading criteria through appropriate instructional means to include, but not limited to, developing course syllabi, handouts, and materials supporting the instruction process.
- Coordinates outreach, recruiting and marketing activities with the community and other institutions and agencies.
- Orders appropriate equipment and supplies needed for curriculum labs and course instruction.
- Work with department colleagues to develop or modify the curriculum for a degree or certificate program involving a series of courses.
- Develop instructional materials within the guidelines of college requirements.
- Work effectively and cooperatively with colleagues in the department and possibly other departments; contribute to ongoing curriculum and program development and assessment.
- To carry out the mission of the institution, to include incorporating the local culture throughout the curriculum.



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Health & Fitness Instructor

- Maintain a professional, courteous attitude and demeanor in all instances when working with students, and when acting as a representative for TMCC.
- Read and communicate using Google email; use TMCC's Jenzabar and Canvas learning management systems, effectively search the Internet for information, use MS Word and other office software; and technologies and applications.
- Respect student's rights to confidentiality and follow legal guidelines regarding information.
- Assist with facilitation of sub-departmental meetings for all adjunct to discuss, review, and revise course curricula.
- Assist Program Chair and Department Chair with other administrative responsibilities as needed.
- Other tasks as needed.

QUALIFICATIONS (Desired Experience/Training):

Minimum Qualifications

- Bachelor's Degree in Exercise Science, Athletic Training, Health & Wellness, Health & Human Performance, Kinesiology or Nutrition & Exercise Science.
- Acceptance of and willingness to support the role that tribal community colleges serve in higher education and specifically its mission, values, goals, culture, and objectives of the Turtle Mountain Community College.
- Must meet ND State Career & Technical Education Postsecondary Certification standards.
- Willingness and ability to travel and/or teach at various hours and locations, as necessary.
- Ability to work collegially with all individuals in the tribal college setting.
- Applicant must be able to pass a drug test and background check.

Desired Experience/Training/Credentials:

- Master's Degree in Exercise Science, Athletic Training, Health & Wellness, Health & Human Performance, Kinesiology or Nutrition & Exercise Science.
- Nationally recognized certification(s) in fitness.
- Experience working with grant funded projects.
- Experience in curriculum development.
- Ability to competently advise and/or serve students from a variety of background, respecting cultural and socio-economic differences.
- Able to implement contemporary educational philosophies, methods, and techniques including multi-media to develop and deliver instruction in classroom and lab settings.
- Successful teaching experience with culturally and academically diverse student population.
- Ability to teach and work with students with learning disabilities.
- Demonstrated commitment to professional development.

Written: 2/16

Revised: 4/17, 1/20