



## **JOB ANNOUNCEMENT**

### **Early Childhood Education Instructor - PT**

**OPENING DATE:** September 29, 2017  
**REVIEW DATE:** **Extended to October 30, 2017**  
**CLOSING DATE:** Open until filled  
**START DATE:** Winter Quarter 2018  
**LOCATION:** Lummi Campus  
**SALARY:** \$42.00 per credit hour

The salary is based on a quarterly faculty contract, with the *possibility* of supplemental summer salary through research grants and/or summer teaching.

*Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U. S. Code, Section 473. NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.*

#### **SCOPE OF WORK**

The Early Childhood Education Part-Time Instructor is responsible for teaching one or more courses in Early Childhood Education per quarter during the 2017-2018 academic year. Instructors shall acknowledge the cultural perspective of students, and use a variety of methods to convey necessary knowledge and skills, and develop student self-esteem. The faculty member is expected to prepare students for completion of a two-year NWIC degree, work in the early learning field as a practitioner, and/or transfer to a four-year institution.

#### **DUTIES & RESPONSIBILITIES**

1. Teach courses in Early Childhood Education including but not limited to: Child Guidance; Health, Safety, and Nutrition; Observation, Documentation, and Assessment; Infant and Toddler Caregiving; and Building Relationships: Culture, Family, and Community
2. Utilize the Video-Conference Hybrid modality to teach all courses.
3. Submit necessary reports such as enrollment, progress and final grading in a timely manner.
4. Engage in NWIC's course outcomes assessment process.
5. Submit textbook orders in advance of courses taught following established college timelines.
6. Create an environment, a presentation style and a pace in which learning is enhanced.
7. Maintain at least 1 hour of office availability each week for each quarter taught.

8. Present a Native American cultural focus.
9. Participate in content area activities/work, such as Faculty Inquiry Groups.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS REQUIRED**

### **Minimum qualifications:**

- Master's degree in Education with specialization in Early Childhood or related field
- Experience teaching at the postsecondary level
- Excellent oral and written communication skills
- Excellent interpersonal/people skills
- Excellent organizational skills, handling multiple tasks and numerous student files
- Access to a computer with high-speed internet and webcam to teach Video-Conference Hybrid modality

### **Preferred qualifications:**

- Experience teaching at the early learning level (birth to age eight)
- Experience working in a tribal college setting
- Experience working with and advising early childhood educators/early learning professionals
- Experience with and sensitivity to Native American people and cultural customs
- Experience working with adult distance learning programs is highly desired
- Ability to work well on an independent basis with minimal supervision

### **Language Skills:**

- Ability to read and interpret documents such as case studies and educational research. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Reading Skills:**

- Ability in utilizing a variety of instructional delivery methodologies and a strong academic preparation in Early Childhood Education as evidenced by undergraduate and graduate level coursework.

### **Reasoning Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills:**

- To perform this job successfully, an individual should have knowledge of Canvas Learning Management System (or similar, such as Moodle, Blackboard, etc.), Internet usage; Excel Spreadsheet, PowerPoint Presentation, and Word Processing software.

### **Other Qualifications**

- Preference will be given to applicants with experience working in Native communities.

### **APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume or curriculum vitae
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at [www.nwic.edu/jobs](http://www.nwic.edu/jobs) or may be requested from and submitted directly to:

Northwest Indian College  
Human Resources  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: (360) 392-4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)