

JOB ANNOUNCEMENT

Developmental Education – Math/English Instructor Part-Time Faculty – Nez Perce Site

OPENING DATE: August 10, 2016
REVIEW DATE: August 22, 2016
CLOSING DATE: Open until Filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: Nez Perce Site
SALARY: \$42.00 per credit hour

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 Developmental Education Math/English Instructor is responsible for teaching two or more courses in Developmental Education Math and English during the 2016-2017 academic year. Instructors shall acknowledge the cultural perspective of students, 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 NWIC degrees and to transfer to four-year institutions.

DUTIES & RESPONSIBILITIES

1. Develop course syllabi and curricula;
2. Teach courses in Developmental Education Math and English;
3. Submit necessary reports such as enrollment, progress and grading information in a timely manner;
4. Order textbooks and supplies in advance of courses taught following established college timelines;
5. Create an environment, a presentation style and a pace in which learning is enhanced;
6. Maintain at least ½ hour of office availability each week for each credit of lecture class taught;
7. Present a Native American cultural focus;
8. Submit information to supervisor regarding scheduling proposals, budget needs and travel requests in a timely manner following established timelines;
9. Assist in the assessment of student learning outcomes;
10. Participate in content area activities /work;
11. Participate in at list one in service or pre-service activity.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED

Minimum qualifications:

- Master's degree in English/Math, **or** education with specialization in Math or English related discipline;

- Experience teaching at the postsecondary or secondary level (TA experience acceptable; instructor experience preferred);
- Must have excellent oral and written communication skills;
- Must have excellent interpersonal/people skills; and
- Excellent organizational skills, handling multiple tasks and numerous student files.

Preferred qualifications:

- Experience working in a tribal college setting;
- Experience working with and advising adult students;
- Experience with and sensitivity to Native American people and cultural customs;
- Experience working with adult distance learning programs; and
- Ability to work well on an independent basis with minimal supervision.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

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 Internet usage; Spreadsheet, PowerPoint, and Word Processing software.

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
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 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