

Blackfeet Community College



Position Description

Piikanii Culture Instructor

Closing Date	June 6, 2018 @ 3:00 PM
Salary	\$29,808.00 to \$32,240.00 Depending on experience
Department	Academic Affairs
Personnel Definition	Faculty, Regular, Full-Time
Term of Employment	22 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • Humanities Division Chair, Liberal Studies & Piikani Studies Depts. • Education Division Chair • Provost/ vice-President of Academic Affairs and Student Services • President
Supervision Exercised	None
General Statement of Duties	Incumbent is under the functional direction of the Humanities Division Chair, and is responsible for managing the Piikanii Culture & Language Studies, moreso the Cultural Studies courses so as to accomplish the department and BCC goals and objectives in accordance with established BCC standards and procedures. This position is responsible for teaching courses in the Piikanii Studies & Language Department for the Associates of Arts Degree, for documentation in development of curriculum/instruction materials, advising students, articulating courses, serving on committees, and providing academic services to students and staff.
Specific Area of Duties	<ul style="list-style-type: none"> • Instruct a minimum of 12 to 15 credits per semester consistent with the policy within this department to assure adequate scheduling for students who wish to work toward a two-year degree in accordance with published BCC catalogs. • Identify current information for use as library resource. Research materials/instructional documents to use in instruction, research, readings, or as supportive materials for the department. • Research the best teaching methods to ensure quality instruction for both Western and Piikani styles of Education • Allow for professional development (seeking a higher degree) to better carry out duties and serve the students at BCC.

	<ul style="list-style-type: none"> • Participate in the advising process. This includes, but is not limited to being available during pre-registration and regular registration, maintaining consistent office hours, maintaining contact with students throughout the semester, maintaining advising records and two-year educational plans. If a student identifies any special needs this must be communicated to counselors for proper follow-up. • Assist in developing and implementing articulation of courses relevant to the transfer of these specific courses to other TCCCs and to four-year degree granting institutions. • Serve as an active member in the Division meetings and community meetings to coordinate total instructional program at BCC to provide and maintain the highest quality educational services that includes up-to-date educational information. • Work with the Division Chairperson to establish an advisory committee with a broad spectrum of representatives to guide/assist in enhancing the department and curriculum. This committee will meet at least two times per year, with minutes distributed, and a follow-up made with the Vice President of Academic Affairs and Students Services. • Maintain liaison with reservation community, relevant tribal programs, government, schools and individuals to utilize resources available in the community. • Assist the Division Chairperson in maintaining and developing records, curriculum information, student records, course syllabi and outlines, activities held, book orders, attendance records, grade records, advising files, education plans, referrals, instructor withdrawals, etc., and have available upon request. • Provide required assistance and documentation in working with Northwest Commission on Colleges and Universities (NWCCU). • Complete student course evaluations on a semester basis. • Carry out special projects as required or directed by the Division Chair • Other duties necessary to the function of BCC, as needed.
Qualifications	<ul style="list-style-type: none"> • Master Degree in Native American Studies, American Indian Studies, Education, Adult Higher and/or Community Education • At least three years teaching experience at a community college, adult or higher education institution required.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Subject matter expertise in Piikani culture, language, lifeways, and history • Ability to use technology effectively to create websites, Prezis, PowerPoint presentations, wikis, and any other media helpful during staff development and in creating learning communities. • Knowledge of a variety of teaching methods • Knowledge of organizing, planning, and instructing required courses • Knowledge of Native American learning and teaching styles • Knowledge of Blackfeet tribal, historical and cultural ways and means • Knowledge of Tribally Controlled Community Colleges

	<p>Skills Required:</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills for reporting and presentation • Strong teaching skills, including the development of practical rubrics • Strong writing skills • Excellent motivation and instructional skills in a diverse and non-traditional environment.
Complexity	<p>This person is required to have an extensive knowledge of the principles, techniques and ethics of instruction, particularly with Native Americans and adult and higher education. The person needs to have working knowledge of research techniques and how to develop curriculum.</p>
Personal Contacts	<p>Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Piikani Culture & Language Studies Department.</p>
Physical Demands	<p>Work is performed in a normal office/classroom environment, with normal demands of office/classroom work applicable. Walking, standing, and sitting at a desk are required. Some lifting will be required, i.e., books, equipment and other materials. The noise level in the work environment is usually quiet.</p>
Guidelines	<p>The incumbent will be guided by:</p> <ul style="list-style-type: none"> • Position Description • Employee Contract • BCC Employee Policies and Procedures Manual • BCC Catalog • All applicable college, tribal, state, and federal policies, procedures, laws, rules and regulations.