

# Blackfeet Community College



## Position Description

### Science Instructor/Pre-Nursing Advisor

<b>Closing Date</b>	<b>May 29, 2019 @ 3:00 PM</b>
<b>Salary</b>	<b>\$27,559.0 to \$32,240.00 Depending on experience</b>
Department	Math/Science Department
Personnel Definition	Faculty, Regular Full-Time
Term of Employment	20-26 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> <li>• Math/Science Division Chair</li> <li>• Vice President for Academic Affairs</li> <li>• President</li> </ul>
Supervision Exercised	<ul style="list-style-type: none"> <li>• None</li> </ul>
General Statement of Duties	Under the supervision of the Math/Science Division Chair, this individual will be responsible for instructing Science courses, which include pre-requisite courses for nursing courses, assisting the Division Chairperson in researching documentation for development of curriculum/instruction materials, advising students, serving on committees.
Specific Area of Duties	<ul style="list-style-type: none"> <li>• Instruct a minimum of 12 credits per semester to assure adequate scheduling for students who wish to work toward a certificate or two-year degree in accordance with published BCC catalogs.</li> <li>• Identify current information to use as library resource materials. Research material/instructional documents to use in instruction, research, readings, or supportive materials for the department.</li> <li>• Participate in the advising process for associate degree in Math &amp; Science. 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, and maintaining advising records and two-year education plans. If a student identifies any special needs, this must be communicated to the counselor for proper follow up.</li> <li>• Assist the Chairperson on articulation of courses relevant to the transfer of these specific courses to other TCCs and to four-year degree granting institutions.</li> <li>• 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 should meet at least one time per year with minutes</li> </ul>

	<p>distributed and follow up made with the Vice President of Academic Affairs and the Curriculum Committee as needed.</p> <ul style="list-style-type: none"> <li>● Maintain liaison with reservation community, relevant tribal programs, government, schools and individuals to utilize resources available in the community.</li> <li>● Assist the Division Chair in maintaining 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.</li> <li>● Provide required assistance and documentation in working with Northwest Commission on Colleges and Universities.</li> <li>● Complete student course evaluations on a semester basis.</li> <li>● Assist on special projects, ad-hoc committees, as directed or required by the Division Chair or Vice president of Academic Affairs.</li> <li>● Prepare reports as required.</li> <li>● Work with college readiness instructors for seamless transition into regular courses.</li> <li>● Prepare students to enter into BCC Nursing Program</li> <li>● Other duties necessary to the function of BCC, as needed.</li> <li>● Teach pre-requisites for the nursing program.</li> <li>● Advise the students who are preparing for the nursing program and other health fields.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>● Master's degree in science or related field preferred.</li> <li>● Master's degree with a minor in a science field</li> <li>● Bachelor's degree in science or related field required.</li> </ul>
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> <li>● Knowledge of curriculum development</li> <li>● Knowledge of effective teaching strategies</li> <li>● Knowledge of organizing, planning, and instructing required course.</li> <li>● Knowledge of Tribally Controlled Community Colleges.</li> <li>● Knowledge of Blackfeet Tribal, Historical &amp; Cultural ways &amp; means.</li> <li>● Knowledge of Laboratory Protocols.</li> </ul> <p>Skills Required:</p> <ul style="list-style-type: none"> <li>● Excellent oral and written communication skills</li> <li>● Strong teaching skills</li> <li>● Computer skills with a variety of software and hardware.</li> <li>● Experience with a variety of teaching methods;</li> <li>● Excellent motivation and instructional skills in a diverse and non-traditional environment;</li> <li>● Organizational and analytical skills</li> <li>● Laboratory</li> </ul> <p>Abilities Required:</p> <ul style="list-style-type: none"> <li>● Ability to make effective decisions and accomplish goals and objectives with limited supervision.</li> <li>● Ability to work with students in a class setting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to develop and maintain positive relationships with BCC students, staff and community.</li> <li>• Work in the laboratory.</li> </ul>
Complexity	Incumbent is required to have an extensive knowledge of the principles, techniques, and ethics of instruction, particularly with native Americans and Adult and Higher Education. Incumbent needs to have a working knowledge of research techniques and how to develop curriculum.
Personal Contacts	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 Math/Science Division.
Physical Demands	Work is performed in a normal office environment. Duties require extensive use of computers and office equipment. The noise level in the work environment is usually quiet. Normal demand of office work is applicable. Walking, standing, and sitting at desk are required. Some lifting will be required (i.e. books, equipment, and other miscellaneous materials).
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> <li>• Position Description</li> <li>• BCC Policies and Procedures Manual</li> <li>• BCC Catalog</li> <li>• All applicable tribal, federal and special policies, laws, rules and regulations as they apply.</li> </ul>