

# Blackfeet Community College



## Position Description

### Science Instructor

Department	Math and Science Department/Blackfeet Native American Careers and Technical Education STEM Program
Personnel Definition	Adjunct , Part Time
Term of Employment	By credit and level of degree
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>• BNACTEP/ STEM Program Director</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	Incumbent is under the direction of the Math/Science Division Chair and the BNACTEP/STEM Program Director and is responsible for instructing courses, advising hydrology students, and helping to accomplish the division and BCC goals and objectives in accordance with established BCC standards and procedures.
Specific Area of Duties	<ul style="list-style-type: none"> <li>• Instruct a maximum of seven 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>• Allow for professional development to better carry out duties and serve the students for BCC.</li> <li>• Participate in the advising process for associate degree in the GIS/ GPS certificate and Hydrology degrees. 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 education plans. If a student identifies any special needs, this must be communicated to the counselor for proper follow up.</li> <li>• Help 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 distributed and a follow up made with the Vice President of Academic Affairs and Curriculum Committee as needed.</li> </ul>

	<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>• Maintain and develop 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 (NWCCU).</li> <li>• Complete student course evaluations as available.</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>• Determine courses offered for the semester; complete course schedule data sheet/textbook order form; locate and secure instructional materials for programs.</li> <li>• Develop and implement a promotional recruitment plan for students in the program throughout the academic year.</li> <li>• Teach various, GEO-Spatial, Hydrology and Science Courses as needed.</li> <li>• Other duties necessary to the function of BCC, as needed.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Background in GEO-Spatial or related field preferred.</li> <li>• Bachelor's degree + 3 years of experience in Hydrology or a related field.</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 courses</li> <li>• Knowledge of Blackfeet tribal, historical and cultural ways and means.</li> <li>• Knowledge of Laboratory Protocols/ Fieldwork Settings.</li> <li>• Knowledge of Tribally Controlled Community Colleges.</li> <li>• Knowledge of Natural Science Concepts in both preservation and conservation.</li> </ul> <p>Skills Required:</p> <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills</li> <li>• Computer skills with a variety of software and hardware</li> <li>• Strong teaching skills</li> <li>• Organizational and analytical skills</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>• Laboratory/ Fieldwork procedures for water resources</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/Field Setting.</li> </ul>
Complexity	This position is required to have an extensive knowledge of the principles, techniques and ethics of instruction, particularly with Native Americans and Adults and Higher Education. The person needs to have 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/ BNACTEP/STEM Program.
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). Field experience demands are required for outside classroom instructing such as; wading, measuring and recording water data. This method of instruction also requires the lifting, hiking and transporting the equipment to and from BCC to site of interest.
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> <li>• Position Description</li> <li>• Employee Contract</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>

***Certification***

***I certify that I have discussed my position description with my supervisor and I fully understand my duties and responsibilities as identified in this position description.***

\_\_\_\_\_ **Employee’s Signature**                      **date**                      \_\_\_\_\_ **Math/Science Division Chair**                      **date**

\_\_\_\_\_ **BNACTEP/STEM Program Director**    **date**