

# STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – [www.stonechild.edu](http://www.stonechild.edu)

## OPEN POSITION

<b>Job Title:</b>	<i>Indian Education Professional Development (IEPD) Teacher Education Instructor/Mentor</i>
<b>Opens:</b>	<i>May 10, 2022 – Open until filled</i>
<b>Supervisor:</b>	<i>Teacher Education Department Head</i>
<b>Classification:</b>	<i>Full-time</i>
<b>Salary:</b>	<i>According to SCC Salary Scale, depending on experience and education</i>

## JOB SUMMARY

The Education Department Project Mentor's basic function is to provide support and resources for pre- service and newly inducted teachers. This support consists of technical assistance to schools and individuals by providing ongoing, collaborative professional development, including feedback and relevant resources that promote teacher growth and student learning. Additionally, the individual will support mentorship in reservation schools in which participants are employed or enrolled in clinical experience by meeting and communicating with participants and their school administrators, supervisors, and mentors regularly.

## JOB DUTIES

- Provide technical, educational, and emotional support to both pre-service and newly employed teachers
- Development of course curriculum, including research, syllabus development, course handouts, lectures, labs, and presentations.
- Adjustments to teaching responsibilities may be made in accordance with college workload policy based on the type of courses to which you are assigned, teaching a minimum of 7 credits per semester.
- Assist participants in developing and implementing curriculum or utilizing other instructional supports that are most relevant for area schools and communities, particularly related to STEM.
- Direct individual or group studies and practice.
- Teach in face-to-face, blended, and on-line instructional environments.
- Provide mentorship to participants through individualized feedback regarding progress and needs in collaboration with each school's mentor program.
- Proactively work with local leadership to identify training needs that are appropriately met for continuous professional development.
- Document each participant's progress and needs.
- Assist the Department Chair with data collection. Your responsibilities may include involvement in off-campus, evening, or weekend duties, as well as student recruitment, retention, and placement efforts.

## KNOWLEDGE – SKILLS – ABILITIES

- Bachelor's degree in Education required.
- Three years' experience teaching K-8<sup>th</sup> grade students.
- One year experience coaching or mentoring adults preferred.
- Familiarity with state and national standards in elementary education.
- Strong written, verbal and interpersonal communication skills.
- Computer skills such as creating spreadsheets, inputting data, and word processing.
- Knowledge of protecting people, data, and property.
- The ability to interact successfully within a multicultural environment and to work harmoniously with colleagues, students, and community.

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- Have a strong dedication to the retention and recruitment of students in the Education Division.

## HOW TO APPLY

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- letter of interest
- current resume
- Transcripts
- three professional letters of reference with contact information (current)
- SCC application ([www.stonechild.edu](http://www.stonechild.edu))

Via email to: Jessie Demontiney, Human Resources Director - [jdemontiney@stonechild.edu](mailto:jdemontiney@stonechild.edu). Only complete application packets will be considered. All positions require pre-employment drug testing and criminal background check.

*SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.*