

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – www.stonechild.edu

EMPLOYMENT ANNOUNCEMENT:

Job Title:	IEPDP Project Mentor
Opens:	Open until filled to current Teacher Education Program Students
Supervisor:	IEPDP Project Coordinator
Classification:	Part Time
Salary:	According to Grant budget, depending on experience and education – Fringe Benefits

JOB SUMMARY:

The Education Department Project Mentor's primary function is to provide support and resources for pre-service and newly inducted teachers. This position delivers technical assistance to schools and individuals through collaborative professional development, constructive feedback, and relevant resources that promote both teacher growth and student learning.

JOB DUTIES:

- Mentor and support students involved in the project through regular check-ins, advising, and goal setting.
- Assist students in developing academic, professional, and personal skills related to project objectives.
- Help plan and facilitate workshops, activities, or study sessions that promote student success.
- Monitor student progress and maintain accurate documentation of meetings and outcomes.
- Collaborate with faculty, staff, and other mentors to coordinate student support services.
- Provide feedback and input on program development, evaluation, and improvement.
- Encourage positive engagement, persistence, and participation in project activities.
- Maintain confidentiality and follow institutional policies and procedures.
- Other duties as assigned by Supervisor

KNOWLEDGE, SKILLS, AND ABILITIES:

- Stone Child College student currently in the Teacher Education Program
- Previous experience attending or working in a school of diverse students.
- Strong understanding of current trends, challenges, and opportunities in teacher retention strategies.
- Excellent interpersonal and communication skills.
- Able to think both creatively and strategically, with a strong focus on improving and innovating in education.
- Familiarity with learning management systems and educational technologies.
- Ability to work collaboratively in a team-oriented environment.
- Flexibility and adaptability to meet the evolving needs of educators and institutions.
- Maintain participant confidential records

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 or CV
- Transcripts (unofficial may be used at time of application, but official will be required upon hiring)
- Three (3) professional letters of reference with contact information (current – one year or less)
- SCC application (<https://www.stonechild.edu/employment/>)

Via email to: Human Resources – hr@stonechild.edu Only complete applications 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.