

Little Big Horn College Position Description

Job Title: Communication Arts Instructor

Department: General Studies

Primary Supervisor: Academic Dean

Supervision Exercised: None

Qualifications: This position is a full-time status-nine month contract for the Academic year. Applicant must have a minimum of a M.A. degree in English or a related field. Should have experience teaching composition at all levels, and should be able to teach other communication courses, such as Introduction to Literature, Public Speaking, Introduction to Interpersonal Communication, journalism and creative writing.

Desired qualification: Applicant should have some knowledge of modern Native American culture, experience working with students who need to learn basic writing skills and a willingness to work one-on-one with students. Applicant should be well-versed in computer skills – especially those skills involved in word processing to produce college level papers. Applicant should be well-versed in the expectations that transfer institutions have for writing students. Experience with teaching in varied situations and working one on one with students. Experience using up-to-date skills in presenting classroom materials, such as CD, DVD and Powerpoint.

Summary of Position: Applicant will be responsible for providing instruction for five communication arts classes, as assigned, or 15 to 17 hours a week. The person in this position will also be responsible serving as academic advisor for students who choose Liberal Arts as a major. Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the student. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests for the students. Shall utilize a variety of teaching techniques and assessment methods that incorporate educational theory. Is fully responsible for independently planning a performing the normal range of teaching functions that relate to Liberal Arts. Provide a leadership role in development, coordination, review, revision, and instruction of Liberal Arts classes. Develop and modify curricula and integrate Little Big Horn's educational philosophy with special attention given to culturally relevant examples; which will be recommended to Department Head curriculum plans each academic term. The position also requires the instructor evaluate each student in terms of both grades and progress, and to take attendance on a daily basis. The instructor is responsible for creating course syllabus, and to serve on the Faculty Councils and others committees as assigned.

Knowledge: A comprehensive knowledge of Communication Arts discipline, providing a foundation for effective teaching and learning. Will have knowledge to develop and

modify curricula and integrate Little Big Horn College's educational philosophy with special attention given to culturally relevant examples.

Skills: Computer skills a must. Utilize a variety of teaching techniques and assessment methods that incorporate current educational theory. Responsible for development of course objectives, course syllabi, course schedule, identify texts and training aid materials for use in class. Develop daily/weekly lesson plans outlaying the specific objectives, methods and techniques to be used in the lessons.

Abilities: Able to independently plan and perform the normal range of teaching functions that relate to math education. Provide a leadership role in development, coordination, review, revision and instruction of Communication Arts classes. Prepare written communications and reports when necessary. Complete faculty evaluation portfolio.

Salary: 25,750.