



# Nueta Hidatsa Sahnish College

## Position Announcement

**POSITION:** Director Teacher Education

**DEPARTMENT:** Academics

**ACCOUNTABLE TO:** VP, Academics

**LOCATION:** New Town, ND Campus

**CLASSIFICATION:** Regular, Full-Time  
(12-month position)

**FLSA STATUS:** Exempt

**PAY RANGE:** Negotiable

**CLOSING DATE:** Until Filled

Nueta Hidatsa Sahnish College (NHSC) is committed to providing quality cultural, academic and vocational education and services to the Mandan, Hidatsa and Arikara Nation; and our staff members strive to maintain high standards of honesty, integrity, impartiality, professional courtesy and consideration for each other, our students and our community.

**POSITION SUMMARY:** Responsible for direction and oversight of the NHSC Teacher Education programs, including faculty and teacher candidates recruitment and evaluation, curriculum and program development and implementation, and part-time teaching; assist in extra-curricular student and community activities; implement professional development opportunities for teacher candidates and local teachers; collect and analyze data regarding success of teacher education programs and candidates; manage grants; and participate in NHSC faculty committees and community outreach programs.

### **ESSENTIAL JOB FUNCTIONS:**

- **Teacher Oversight and Evaluation:** Demonstrated ability to direct and evaluate teacher candidates' effectiveness in education programs; provide individual teacher candidates' evaluation; assist in teacher candidates' recruitment.
- **Supervision of Curriculum Development and Program Implementation:** Actively participate in curriculum development and program implementation, including overseeing teacher education faculty instructional delivery and evaluation, planning, budgeting and assessment processes for Academics Department; and actively engage in research and special projects, as assigned.
- **Community Involvement:** Actively participate in departmental, college and community programs in support of the NHSC Programs, including student recruitment and interfacing with local school districts.
- **Teaching:** Teach courses in elementary, early childhood, and middle school education in areas of expertise, as needed.
- **Professional Development:** Attend conferences, workshops, seminars and in-service programs; and implement professional development opportunities for teacher candidates and local teachers.
- **Data Collection and Analysis:** Collect data regularly and analyze for program effectiveness and teacher candidate preparedness.
- **Grant Management/Project Director:** Manage any grant(s) currently in place; seek additional program funding, as needed.

- **Teamwork/Collaboration/Support:** Serve on various NHSC Committees; comply with all NHSC policies, practices and regulations, including faculty and instructional policies promulgated by the VP, Academics; and perform all other duties as assigned by Supervisor and Administration.

#### **JOB REQUIREMENTS:**

**Knowledge:** Must have extensive knowledge of the teacher accreditation process, education reform and current issues related to teacher preparation; experience teaching for at least five years in the public P-12 system; college teaching and supervisory experience; and experience in delivering effective professional development.

**Skills:** Must be able to effectively communicate orally and in writing; must possess basic computer skills relevant to classroom and educational administrative setting, including Word, Excel, PowerPoint, Jenzabar, and digital data bases.

**Abilities:** Must be able to work collaboratively in an educational and classroom environment; perform assigned duties with minimal supervision; and establish effective working relationships with students, faculty, staff, and the Mandan, Hidatsa and Arikara community.

#### **EDUCATION AND EXPERIENCE REQUIRED:**

**Minimum Qualifications:** Master's Degree in Education; Three (3) years of college-level teaching experience, including at least two (2) years in academic administration.

**Preferred Qualifications:** Meet or exceed all minimum qualifications, plus experience at a Tribal College managing teacher education programs; knowledge of the North Dakota credentialing system and state and national teacher education standards and initiatives.

Applications are available on-line at [www.nhsc.edu](http://www.nhsc.edu)

Please forward completed NHSC application, resume and three (3) reference letters to:

Sidney Prospere  
Human Resources Director  
Nueta Hidatsa Sahnish College  
P.O. Box 490 / 220 8<sup>th</sup> Ave. N  
New Town, ND 58763  
[sprosp@nhsc.edu](mailto:sprosp@nhsc.edu)