



Nueta Hidatsa Sahnish College

Position Announcement

POSITION: Director of Teacher Education **CLASSIFICATION:** Regular, Full-Time
DEPARTMENT: Academics **FLSA STATUS:** Exempt
ACCOUNTABLE TO: VP Academics **PAY RANGE:** Negotiable
LOCATION: New Town, ND Campus **CLOSING DATE:** Until Filled

Nueta Hidatsa Sahnish College is committed to a unique educational community founded in culture and spirituality that nurtures holistic student success.

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

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

Sidney Prospere
Human Resources Director
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