



# Turtle Mountain Community College

10145 BIA Road 7  
P.O Box 340  
Belcourt, ND 58316  
Phone 701-477-7862  
Fax 701-477-7892  
[www.tm.edu](http://www.tm.edu)

## Department Chair, Teacher Education

**Position Title:** Department Chair, Teacher Education  
**Contract Term:** 12-month position  
**Accountable To:** Dean of Academics  
**Salary:** \$68,559 - \$74,436

**Summary of Position:** The Department Chair, Teacher Education is accountable for the development, administration, and overall direction of the Turtle Mountain Community College's teacher education program. The chair serves as the chief fiscal and administrative officer for the department and is responsible for fostering excellence in the department's research, teaching and outreach/services. This entails the recruitment, retention, and support of students pursuing a baccalaureate degree in teacher education through academic advising, career counseling, and financial support. The Chair maintains program accreditation under the jurisdiction of the North Dakota Education Standards and Practices Board and the Higher Learning Commission. The Chair is responsible for reporting to all federal, state, and local agencies on the program's performance and the successful student outcomes in the professional field of education. The Chair is required to maintain the compliance regulations for funding sources via record keeping, budget monitoring, and performance tracking of program goals and objectives. As part of enriching the department's efforts in bringing in high quality programs and instruction to the College, the Chair participates at a national level in the support and promotion of tribal college teacher education initiatives and serves on state and national accreditation Boards of Examiners through the NDACTE and CAEP (Council for the Accreditation of Educator Preparation). The Chair is the key to promoting the TMCC teacher education program to the forefront of the tribal college teacher preparation efforts across Indian Country.

### JOB CHARACTERISTICS

**Nature of Work:** The nature of the work is fifty percent administrative and fifty percent instruction with experience in curriculum development, faculty development, and program evaluation and assessment.

**Personal Contacts:** Human relationships are critical to the position in dealing with faculty, peers, students, and external public on a person-to-person basis. The chair works in daily collaboration with TMCC's Administration and staff, faculty, students, and state and national level program officials.

**Supervision Received:** The chair receives managerial direction from the Dean of Academics.

**Supervision Exercised:** Supervision is provided to all TED faculty and staff.

**Essential Functions:** The chair must have specialized mastery in the field of teacher education, course design and instruction. The position requires seasoned experience with maintaining accreditation for a teacher education program.



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### **RESPONSIBILITIES:**

- Supervise, mentor, and evaluate a capable and diverse faculty.
- Supervise the TMCC teacher education licensure requirements.
- Conduct regular program meetings.
- Plan course schedules.
- Define and promote teaching philosophies.
- Conduct financial planning and fiscal responsibility of department.
- Prepare budget reports.
- Prepare and submit reports to Dean of Academics, ESPB, and other entities as needed.
- Provide updates to teacher education faculty.
- Write grant proposals.
- Identify scholarships for teacher education students.
- Recruit students interested in teaching careers and support them through academic advising, career counseling, and financial aid.
- Research best practices and incorporate them into curriculum.
- Provide leadership and oversight to matters related to accreditation, program development and review, and curriculum alignment/realignment. teacher education programs accreditation process.
- Consult the ESPB Director routinely regarding matters concerning accreditation and licensure issues.
- Facilitate the maintenance of accurate data on the ETS website.
- Monitor candidate Praxis scores on the ETS website.
- Coordinate the Teacher Education Department with other TMCC departments and faculty.
- Coordinate the teacher education program with other institutions of higher education within the North Dakota education system and other tribally controlled colleges.
- Teach courses for the Teacher Education Department.
- Facilitate problem solving sessions for the department.
- Schedule and facilitate the Teacher Education Department's Advisory Council meetings at least twice per year.
- Recruit TMCC Advisory Council members as needed.
- Ensure program compliance with department and institutional policies and procedures.
- Facilitate an education process grounded in the values and beliefs of the Turtle Mountain Band of Chippewa.
- Perform other position-related duties as assigned by his/her immediate supervisor.
- Other duties as assigned.

### **JOB REQUIREMENTS:**

**Knowledge:** Position requires knowledge of principles and methods for curriculum and course development, teaching and instruction at the early childhood, elementary, secondary, and post-secondary levels, and the assessment of student learning. Knowledge of higher education accreditation in all areas is



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critical. Equally critical is knowledge of faculty selection, development and evaluation, as well as the development, administration and evaluation of teacher education degree programs. Knowledge of the federal grant funding processes and knowing how to develop grant proposals is necessary. Knowledge of the history of tribal colleges and the culture of its community, specifically with higher education entities in North Dakota is a plus for this position.

**Skills:** Human relations skills with respect to understanding, selecting, developing, motivating, instructing, supervising, and collaborating with people are critical to this position. Instructional design and teaching proficiency are fundamental to this position. Excellent verbal and written communication skills are necessary for presentations, reports, grant proposals, and course designs. Critical thinking skills are necessary to identify academic deficiencies and develop alternative solutions, conclusions or approaches to problems. General managerial and administrative skills in human resources management, data management, and program management are necessary.

**Abilities:** The ability to identify a person's developmental needs and to coach, mentor, or instruct to improve their learning is fundamental. The ability to assess and evaluate programs, curriculum, and instructors at the elementary, middle, and higher education levels is critical. The position requires the ability to organize work with attention to learning objectives.

### **EDUCATION AND EXPERIENCE:**

#### **Minimum Qualifications:**

- Master's Degree in education.
- Minimum of 5 years' documented teaching experience (higher ed preferred); OR a minimum of 3 years as a department chair or vice chair in teacher education.
- Proof of North Dakota teaching license.

#### **Preferred Qualifications:**

- Doctorate Degree in education.
- Working with teacher education program, curriculum development, professional faculty development, faculty evaluation and college accreditation preferred.
- Educational Administrative experience preferred.
- Working at a Tribal college and collaboration with tribal education entities.

Written: 10/13

Revised: 8/14, 3/20