



# 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

## Master's in Education Director / Instructor

**Position Title:** Masters in Education Director/Instructor  
**Contract Term:** 12-month position  
**Accountable To:** V.P. of Academic Affairs  
**Salary:** \$80,790 - \$87,715

**Summary of Position:** The M.Ed. Director/Instructor is responsible for implementing the program, developing/refining and updating the curriculum as needed. This position maintains program accreditation under HLC and begins the process of moving toward meeting the requirements of the Elementary or Secondary Principal Credentials. The applicant will be knowledgeable in contemporary western and Indigenous educational philosophies and methodology. They will provide a culture of learning that values life-long learning through personal and professional development to ensure the mission of the institution and the culture of the Turtle Mountain Chippewa Tribal Nation are met.

### JOB CHARACTERISTICS

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

**Skills:** Human relations skills with respect to understanding, selecting, developing, motivating, instructing, supervising, and collaborating with people are critical. 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. The position requires the ability to organize work with attention to learning objectives.

**Supervision Received:** The Director/Instructor is supervised by the Vice President of Academic Affairs.

**Supervision Exercised:** Supervision of MEd faculty (adjunct and potentially part/full time).

**Essential Functions:** Must have specialized mastery in an education field, course & curriculum design, evaluation and instruction.

### **RESPONSIBILITIES:**

- Plan course schedules.
- Conduct financial planning and fiscal responsibility of department.
- Recruit, mentor, and evaluate faculty.
- Recruit qualified students
- Provide leadership and oversight to matters related to accreditation, program development and review, and curriculum alignment/realignment.
- Develop a clear assessment process throughout the entire curriculum.
- Facilitate the maintenance of accurate data on the program.
- Ensure program compliance with department and institutional policies and procedures.
- Perform other position-related duties as assigned by immediate supervisor.



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### TEACHING

- Design, develop, write, revise, evaluate and teach course curricula and syllabi using literature that contributes to effective methods of Indigenous and Western teaching/learning practices.
- Use TMCC established templates and processes for teaching and using the learning management system.
- Communicate expectations and establish clear grading criteria through appropriate instructional means to include, but not limited to, developing course syllabi, handouts, and materials supporting the instruction process.
- Effectively maintain and manage the classroom.
- Measurement of student performance including the preparation, administration, grading and evaluation of student coursework, and the reporting of grades in a timely manner.
- Minimum yearly evaluation of library holdings and recommendations of books
- Assist in planning course schedules.
- Remain and demonstrate current knowledge of effective teaching methods and materials.

### ADVISING

- Post schedules and maintain office hours and meet with students a minimum of twice per semester.
- Providing educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions prior to every semester.
- Advise and track the progress of students in the program.

### SERVICE

- Service on departmental and institutional committees.
- Participate in College sponsored activities such as recruiting students, graduation activities and planned meetings.
- Development, implementation and sharing of results of college and/or community service learning projects.

### SCHOLARSHIP

- Community instruction such as preparation and presentation of College course work off-campus, workshop, seminars, and in-service for professionals and others.
- Participate in faculty development initiatives.
- Ongoing research that leads to the discovery of new knowledge, proficiency and growth in one's field.
- Publication and dissemination of scholarly writing.
- Serve as a peer reviewer for scholarly writing.
- Holding office or membership in professional organizations.
- Attending and participating in meetings, conferences and conventions of professional associations.
- Writing proposals for research or other projects that support academics.

### REQUIRED QUALIFICATIONS (Minimum Qualifications)

- Doctoral degree in Education.
- Three years college / university instructional experience (full time).
- Experience in curriculum development.
- Willingness and ability to teach at various hours and locations, as necessary.



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### **PREFERRED QUALIFICATIONS (Desired Experience/Training):**

- Experience advising students from a variety of backgrounds, respecting cultural and socio-economic differences.
- Experience in implementing contemporary educational philosophies, methods, and techniques including multi-media and technology to develop and deliver instruction in classroom and lab settings.
- Demonstrated commitment to professional development.
- Supervision of faculty