

Little Big Horn College
Position Description

Job Title: Math instructor

Department: Math and Science

Supervisor: Dean of Academics

Qualifications: This position is full-time status- nine month contract for the academic year. Must have a BS in math or related field is acceptable. Knowledge of Native American culture, history and customs. Familiar with the Crow Reservation. Instructional experience in the math area, at the high school or college level. Good interpersonal communications. Willing to attend training and continuing education.

Desired Qualifications: Master's degree in mathematics or math education. Demonstrated successful teaching in the math curriculum at community college level. Experience with teaching in lab situations and working one on one with students. Experience using up-to-date skills in mathematics and tools such as graphing calculators, mathematics software, assessment tools, etc.

Summary of Position: The incumbent will be responsible for providing the instructional program (Teaching) in the math area and keeping appropriate posted office hours. They will also be responsible for course delivery and evaluation of each student. Will meet and instruct assigned classes in the location and at times designated. Plan a program of study that, as much as possible, meets the individual needs, interests and abilities of the student. Provide book orders to the book store personnel in a timely manner prior to the beginning of each term. Work with other faculty members to incorporate culture and writing across the curriculum. Meet with other faculty and staff as required and participate in the in-service training. Strives to maintain and improve professional competence. Serve actively on college committee appointments and duties related to accreditation activities. Serve as advisor to students within the departments allocated by the Dept. Head. Create a class room environment that is conducive to learning and appropriate to the maturity and interest of the student. Shall be responsible for initiating, designing and follow-up on individual learning programs for those students in the mathematics area. Must maintain all necessary academics records for all students enrolled in the courses and must turn in grades at the end of each academic period. Perform other duties as indicated by the Department Head or the Academic Dean.

Knowledge: A comprehensive knowledge of mathematics discipline, providing a foundation for effective teaching and learning. Will recommend to the Department Head and Academic Dean, curriculum plans for each academic term. Will have knowledge to develop and modify curricula and integrate LBHC'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 lesson.

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 math classes. Prepare written communications and reports when necessary. Complete Faculty evaluation portfolio.

Salary: DOE

It is the policy of LBHC to provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status, or any other characteristic protected by applicable federal or state law. However, LBHC Indian Preference in accordance with the spirit of the Indian Preference Act, PL 88-352-Sec. 707 (1) July 2, 1972, may grant first consideration for employment to Indians.