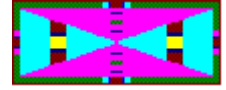


Little Big Horn College  
 8645 South Weaver Drive  
 PO Box 370  
 Crow Agency, MT 59022  
 PH (406) 638-3100  
 Fax (406) 638-3169



Thank you for your interest in Little Big Horn College employment. Please submit your application with the following **required** documents:

Applicants Name: \_\_\_\_\_ Closing Date: \_\_\_\_\_ OPEN \_\_\_\_\_

Available Position: \_\_\_\_\_ Education Instructor- 2 Year Program \_\_\_\_\_

Checklist of required documents:

\_\_\_\_\_ Letter of application/signed (cover letter) for the position you are applying for

\_\_\_\_\_ Current resume

\_\_\_\_\_ Transcript of highest degree earned (If hired you have 30-days to turn in Official Transcript)

\_\_\_\_\_ Three **signed** letters of Reference (Professional)

\_\_\_\_\_ Completed KSA's (Knowledge, Skills and Abilities) with your name and the position applied for listed at the top of the page

\_\_\_\_\_ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as verification)

\_\_\_\_\_ Consent to Release of Information Form

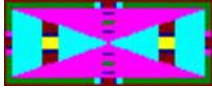
\_\_\_\_\_ Drug Free Workplace Form

This position shall be open until filled unless a closing date is stated on the LBHC website. Applications submitted after the closing date will be accepted but given less consideration, incomplete applications will not be considered. Applications can be submitted in person to the LBHC Administration reception with Melodee Reed, sent via email to Human Resources at [oroscol@lbhc.edu](mailto:oroscol@lbhc.edu) or mailed with "ATTN: Human Resources Office" (see mailing address at top of page).

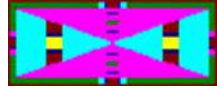
**To be completed by LBHC Human Resources**

\_\_\_\_\_ Complete                      \_\_\_\_\_ Incomplete                      \_\_\_\_\_ Date Received

Laura Orosco, Human Resources Director  
[oroscol@lbhc.edu](mailto:oroscol@lbhc.edu)  
 Director, Human Resources (406) 638-3148



## LITTLE BIG HORN COLLEGE Position Description



**Job Title:** Education Instructor- 2 Year Program  
**Department:** Education  
Teacher Training Program  
**Supervisor:** AC Program Director  
Dean of Academics

### Summary of Position:

This position is a full-time status ten (10) month contract for the Academic year. They are fully responsible for independently planning a performing the normal range of teaching functions that relate to Education. The person in this position will also be assist the academic advisor for students who choose Education as a major. Applicant should be well-versed in the expectations that transfer institutions have for writing students. Experience with teaching in varied situations and working one on one with students.

### Principles duties and Responsibilities:

- Responsible for creating course syllabus
- Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the student
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests for the students
- Utilize a variety of teaching techniques and assessment methods that incorporate educational theory
- Applicant will be responsible for providing instruction for five Education classes, as assigned, or 15 to 17 hours a week
- Provide a leadership role in development, coordination, review, revision, and instruction of Education classes
- Develop and modify curricula and integrate Little Big Horn's educational philosophy with special attention given to culturally relevant examples; which will be recommended to Department Head curriculum plans each academic term
- Required to evaluate each student in terms of both grades and progress, and to take attendance on a daily basis
- Teach other related education courses

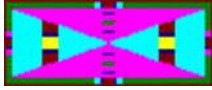
### Job Qualifications:

**Education:** REQUIRED—a minimum of a bachelor's degree in Education field. DESIRED—Master's degree in Elementary Education.

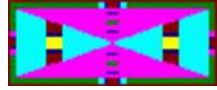
**Experience:** REQUIRED— Minimum of five (5) years of Experience in teaching. DESIRED—Some experience in teaching at Higher education or adult learning.

### Special Requirements:

**Other:** Knowledge of Crow culture and language.



## LITTLE BIG HORN COLLEGE Position Description



**Knowledge** – A comprehensive knowledge of Education discipline, providing a foundation for effective teaching and learning. Will have knowledge to develop and modify curricula and integrate Little Big Horn College’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 lessons. This position requires excellent oral and written, communication skills, planning, coordinating and have word processing experience, as well as having outstanding organizational and interpersonal skills.

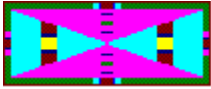
**Abilities** – Able to independently plan and perform the normal range of teaching functions that relate to math education. Provide a leadership role in development, coordination, review, revision and instruction of Education classes. Prepare written communications and reports when necessary. Complete faculty evaluation portfolio.

**Salary** – Salary will commensurate with the Little Big Horn College Faculty Salary Schedule DOEE and funding limits of the program.

# Little Big Horn College

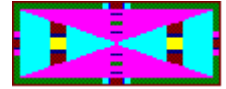
## Knowledge, Skills, and Abilities

1. Demonstrate your knowledge and experience utilizing a variety of teaching techniques and assessment methods that incorporate current educational theory.
2. Demonstrate your skills for developing course objectives, course syllabi, lesson plans, course schedule, identify texts and training aid materials for use in class.
3. Provide an effective method you have used to keep up-to-date of the developments in your field.
4. Demonstrate ability and experience with creating and utilizing college level assessments.
5. Demonstrate your methodologies and theoretical approaches in presenting and instructing the Crow language.
6. Describe your experience with grant proposals to procure external funding or reviewing others' grant proposals.
7. Describe your ability for written communication and submitting reports.
8. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven't already described?



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## NATIVE AMERICAN/INDIAN PREFERENCE

**This position allows additional points to be given to the following preference categories:**

**Documentation must be provided for each priority:**

**First  
Priority**

Crow Tribal member

Proof of enrollment

**Second  
Priority**

Federally recognized tribal member legally married to a Crow Tribal member

Proof of applicant and spouse's enrollment

**Third  
Priority**

Any other outside federally recognized tribal member

Proof of enrollment

Applicants claiming preference must provide a copy of their CIB (Certificate of Indian Blood), BIA Form 4432, or current Tribal ID.

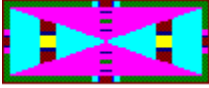
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

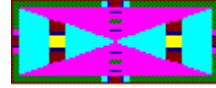
Any other outside Federally Recognized Tribal Member

No preference claimed



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### Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

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Signature

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Date

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Other Names Used

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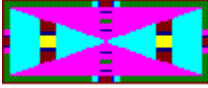
Social Security Number

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Current Mailing Address

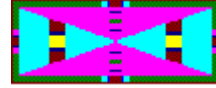
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Home Telephone Number



## Little Big Horn College

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### Drug Free Workplace Policy

Little Big Horn College hereby notifies all employees/students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises and within the boundaries of Little Big Horn College.

All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

Any employee/student convicted of any criminal statute occurring in the workplace shall be subject to termination by Little Big Horn College.

I, \_\_\_\_\_, have been given a copy of the Little Big Horn College Drug Free Workplace policy and understand the policy, conditions of employment/enrollment and penalties of said policy.

I will abide by the terms of the Drug-free Workplace Policy and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. I am aware of available drug/alcohol counseling, rehabilitation, and employee/student assistance programs available in my community.

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Signature

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Date