

Blackfeet Community College



Position Description Health Science/Biology Instructor

Department	Academic Affairs, Pre-Nursing Department
Personnel Definition	Faculty, Regular Full-Time
Term of Employment	20 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none">• Math/Science Department Chair• Vice President/ Provost of Academic Affairs• President
Supervision Exercised	None
General Statement of Duties	Incumbent is under the general administrative direction of the Department Chair for Math/Science and is responsible for teaching and advising students enrolled in the Health Science and Nursing Pre-Requisites to accomplish the department and BCC goals and objectives in accordance with the established BCC standards and procedures. The incumbent will be responsible for instructing courses, researching documentation for development of curriculum/instructional materials, advising students, articulating courses, serving on committees and providing academic services to students and staff.
Specific Area of Duties	<ul style="list-style-type: none">• Instruct a maximum of 15 credits per semester consistent with the policy within this department to assure adequate scheduling for students who wish to work toward a certificate or a two-year degree in accordance with published BCC catalogs.• Identify current information for use as library resource. Research materials/instructional documents to use in instruction, research, readings, or as supportive materials for the department.• Allow for professional development to better carry out duties and serve the students of BCC.• Participate in the advising process. This includes, but is not limited to being available during pre-registration and regular registration, maintaining consistent office hours, maintaining contact with students throughout the semester, maintaining advising records and two-year educational plans. If a student identifies any special needs this must be communicated to the disabilities department for proper follow-up.

	<ul style="list-style-type: none"> • Develop and implement articulation of courses relevant to the Health Science/Math/Science Department transfer program. • To attend department meetings and one advisory board meeting per semester to coordinate total instructional program at BCC to provide and maintain the highest quality educational services that includes up-to-date educational information. • Maintain liaison with reservation community, relevant tribal programs, government, schools and individuals to utilize resources available in the community. • Maintain and develop records, curriculum information, student records, course syllabi and outlines, activities held, book orders, attendance records, grade records, advising files, education plans, referrals, instructor withdrawals, etc., and have available upon request. • Provide required assistance and documentation in working with Northwest Commission on Colleges and Universities (NWCCU). • Complete student course evaluations on a semester basis. • Assist on special projects, ad-hoc committees, as directed or required by the Math/Science Department Chair. • Prepare reports as requested by the Math/Science Department Chair. • Work in keeping the courses/programs of study, etc., up to date • Determine courses to be offered for the semester; complete course schedule data sheet/textbook order form; locate and secure instructional materials, offer assistance to locate adjunct faculty (if necessary) for department. • Develop and implement a promotional recruitment plan for students in the department throughout the academic year. • Other duties necessary to the function of BCC, as needed.
Qualifications	<ul style="list-style-type: none"> • Master Degree in Biology or related field preferred; bachelor degree in Biology or related field required. • At least three years of teaching Biology or related field at an adult or higher educational institution preferred.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Knowledge of curriculum development; • Computer literate with software and hardware; • Knowledge of organizing, planning, and instructing required courses; • Knowledge of Tribally Controlled Community Colleges; • Knowledge of Blackfeet Tribal, Historical and Cultural ways and means <p>Skills Required:</p> <ul style="list-style-type: none"> • Strong teaching skills; • Experience with a variety of teaching methods; • Excellent motivation and instructional skills in a diverse and non-traditional environment; • Excellent oral and written communications skills.
Complexity	<p>Incumbent is required to have an extensive knowledge of the principles, techniques, and ethics of instruction, particularly with Native Americans and Adult and Higher Education. Incumbent needs to have a working knowledge of</p>

	research techniques and how to develop curriculum.
Personal Contacts	Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations
Physical Demands	Work is performed in a normal office/classroom environment. Normal demands of office/classroom work are applicable. Walking, standing, and sitting at a desk is required. Some lifting will be required, i.e., books, equipment and other miscellaneous materials. The noise level in the work environment is usually quiet.
Guidelines	The incumbent will be guided by: <ul style="list-style-type: none"> • Position Description • Employee Contract • BCC Employee Policies and Procedures Manual • BCC Catalog • All applicable college, tribal, state, and federal policies, procedures, laws, rules and regulations.

Certification

I certify that I have discussed my position description with my supervisor and I fully understand my duties and responsibilities as identified in this position description.

Employee's Signature

Supervisor's Signature

Date

Date