

STONE CHILD COLLEGE

8294 Upper Box Elder Road
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www.stonechild.edu

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VACANCY

Job Title: Dean of Academics
Reports To: Stone Child College President
Salary: Dependent upon education and years of experience on a salary scale
Open: 7-2-2018 - Close: 7-20-2018
Supervises: Full-time and part-time faculty, Librarian and Grants staff.

Important Notes:

SCC Board of Directors, President, reserves the right to change or otherwise modify the functions of this job to meet the needs of the institution. Additional duties may also be assigned. Consideration will be given to make reasonable accommodations for individuals with disabilities. - Successful job performance, an individual must be able to perform each essential duty satisfactorily. The requirements listed hereafter are representative of the knowledge, skills and or abilities required to do this job.

Job Purpose:

The dean is the person responsible for preparing and revising academic program plans for Stone Child College, promoting and serving as a model for teaching achievement and professional service. The dean also develops strategies to achieve educational goals and objectives. The dean initiates academic integrity and quality education in the college by articulating SCC policy and procedures. The dean also sets and establishes academic goals for the department to achieve and maintain high standards in academics and teaching processes.

The dean helps to provide training for the faculty/staff, so they maintain teaching excellence and researches new trends in academic initiatives. The dean is also responsible for maintaining effective communication between students and faculty within the institution, academics and with all staff. The dean also acts as a liaison between the students the administration and between the faculty and the administration. Then Dean is responsible for recruiting part-time faculty, evaluating all personnel that they supervise, annually. The dean is also responsible for gathering and compiling student survey evaluations of instructors for fall and spring semesters. Assists the administrative staff with budgeting for the department, and updating academic/college policies.

Develops a strategic plan for academics department also preparing and revising academic education program/curricula for SCC programs, develops strategies to achieve educational goals and objectives, works with faculty to ensure that each education program assesses their student learning outcomes and reports those annually. Will oversee grants from various federal and state departments. Work with other higher education institutions and agencies for articulation and partnership agreements.

Duties and Responsibilities:

- Oversees all of the educational programs offered by SCC ensuring that they are of high standard and align with current trends in academia. Ensures student learning outcomes are assessed each year by faculty and improve curricula when needed; implement advisory committees; expanding articulation and partnerships; faculty, staff and program evaluation, scheduling, planning and the supervision of instructional quality for the academics department.
- Understanding of needs of and ability to relate to diverse students and employees. Have highly developed oral and written communication skills.
- Directly supervises the Library staff and all full-time, part-time instructors and grant personnel.

- Works with faculty to develop semester/yearly course schedules, new curriculum, and degree programs.
- Participates in the activities of the curriculum and other communities as assigned and the development of the academic budget.
- Complies with the accreditation standards for the academics department and ensures all processes are followed and align with Norwest Commission on Colleges and Universities (NWCCU).
- Ensures documentation of all instructors requirements; transcripts, resumes, course syllabus, course outline, assessment plans, and semester schedules are on file.
- Develop Native American cultural-based education services with an emphasis on the Cree Language and Culture.
- Coordinates education training programs with the Chippewa Cree Planning Department and the Chippewa Cree organizations that align with the Tribal Economic Development Plan.
- Administers and compiles student evaluations for fall and spring semesters.
- Other related duties as assigned.

Qualifications:

- Desired Master Degree in Education/Administration, required bachelor's in education/administration or related field and five (5) years' experience in higher education and supervisory capacity.
- Experience in working with higher education institutions in setting strategic plans, curriculum design/development assessing student learning outcomes for program improvements, research background, budgeting, human resources, leadership and coordination of people and resources.
- Experience in improving educational programs and working with higher education accreditation agencies to ensure policies are being followed.
- Strong written, oral, interpersonal and organizational skills and supervisory experience.
- Have strong computer skills; (excel, word, adobe pro, PowerPoint)
- Ability to plan, assign, and supervise the work of others; have strong leadership skills.

Preferences:

Stone Child College gives preference in hiring to qualified Chippewa Cree Tribal members, American Indians, and Veterans.

Please submit a hard copy of a letter of interest, resume, official transcripts, three current professional letters of reference with contact information and an SCC application. (www.stonechild.edu) incomplete applications will not be reviewed.

Wanda St. Marks, Administrative Assistant/Personnel

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