

STONE CHILD COLLEGE

8294 Upper Box Elder Road
Box Elder, MT 59521

www.stonechild.edu

Phone: (406)395-4875
FAX: (406)395-5827

VACANCY

Job Title: 2018 Indian Education Professional Development Grant Project Mentor

Department: Education

Opens: Friday, October 26, 2018

Closes: Monday, November 5, 2018 by 4:00 pm

SUMMARY

The Education Department Project Mentor's primary function is to provide support and resources for pre-service and newly inducted teachers. This support consists of technical assistance to schools and individuals by providing ongoing, collaborative professional development, including feedback and relevant resources that promote teacher growth and student learning. Additionally, the individual will support mentorship in reservation schools in which participants are employed or enrolled in clinical experience by meeting and communicating with participants and their school administrators, supervisors, and mentors regularly.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide technical, educational, and emotional support to both pre-service and newly employed teachers
- Establish relationships with local school leaders, including principals and superintendents.
- Assist participants in developing and implementing curriculum or utilizing other instructional supports that are most relevant for area schools and communities
- Provide mentorship to participants through individualized feedback regarding progress and needs in collaboration with each school's mentor program
- Provide or coordinate professional development opportunities based on the needs of schools and participants
- Document each participant's progress and needs
- Teach 3-4 education courses per semester
- Assist the Department Head with data collection.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

EDUCATION: Bachelor's Degree in Education

EXPERIENCE, SKILLS, AND KNOWLEDGE:

- Three years' experience in teaching K-8th grade students
- One year experience coaching or mentoring adults
- Familiarity with state and national standards in elementary education
- Strong written, verbal and interpersonal communication skills
- Computer skills such as creating spreadsheets, data input, and word processing
- Knowledge of protecting people, data and property
- The ability to work with individuals from diverse backgrounds

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job successfully. While performing the duties of this job, the employee is regularly required to stand, kneel, sit, and occasionally lift 25 to 50 pounds.

TO APPLY:

- Letter of interest. Three (3) **current** letters of reference
- Official Transcripts
- Current Resume and SCC Application – **applications available at www.stonechild.edu**
- Background check upon hire
- Drug test upon hire, as outlined in the Tribal Ordinance #1-99

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