

## Little Priest Tribal College

### JOB ANNOUNCEMENT

**Position:** Computer Science Chair

**Opening Date:** October 2, 2009

**Closing Date:** Until Filled

**Reports to:** Academic Dean

**Position:** This is a 9-month faculty position with an appointment to a 12-month chair role for LPTC's Computer Science Department. This is an exciting opportunity for someone who is creative and energetic and who wants to make a difference in the lives of students and who wants to participate in the development and growth of existing and new programs. The College desires candidates with on-going professional development interests, love of teaching, and enthusiasm for campus and College committees and activities.

**Duties:** Developing a Computer Science program of study meeting Curriculum and Instruction guidelines as well as Higher Learning Commission, NCA, accreditation guidelines. Teach a variety of Computer Science and Computer Information courses. Evaluate student performance and progress through in-class observation, assignments, and tests and examinations. Create lesson plans to reflect approved Departmental course outlines and descriptions. May participate in instructionally-related and departmental activities including, but not limited to, curriculum development, selection of appropriate instructional materials, and revision of instructional and testing materials as required. Participate in departmental functions, such as staff meetings, committee work, faculty evaluations, and others. Perform other related duties as assigned by the supervisor. Teach material from approved curriculum and develops lessons plans to include instructional aids for our computer programs. Motivates students to participate in all aspects of the educational process. Participates in school retention initiatives by providing regular, accurate attendance records daily, calling students who are absent and recording absentee information on a roster after each class and communicating attendance "concerns" to the Program Chair. Availability for day and evening classes may be required.

**Skills:** Excellent verbal and written communication skills including the ability to build successful relationships with student populations. Outstanding conflict resolution skills. Demonstrated time management and detail-oriented skills. Computer based skills (i.e., software, analytical, and report writing skills).

**Abilities:** Ability to work effectively under pressure and to meet frequently occurring deadlines. Ability to develop a professional rapport with diverse school/campus constituents. Ability to develop and complete projects without continued direct supervision. Ability to learn from students' participation, demonstrates fair and consistent behavior in all matters, and shows compassion without being ineffectual.

Little Priest Tribal College embraces Native Ways of Learning as a critical step in ensuring employee, student, and graduate success. We are committed to building and developing a diverse environment where a variety of ideas, cultures and perspectives can thrive.

**Qualifications:** The position requires at least a Master's degree with at least 18 graduate semester hours in Computer Science, Educational Technology supported by computers, or any combination of Computer Engineering Technology, Computer Information Administrator, Computer Programming, Digital Media/Multimedia Technology, Internet Services Technology, Office Systems/Business Education, Computer Engineering, Networking Administrator, Education Supported by Computers, or Education Technology Supported by Computers.

**Preferred Qualifications:** Prefer applicants with: (1) previous computer science teaching experience, (2) curriculum development and assessment of learning experience, (3) ability and desire to teach a variety of computer science courses, for example Introduction to Computers and Technology, Office Systems and Software, Internet, and programming.

**TO APPLY:** Interested persons should submit a cover letter, transcripts, three written letters of recommendation, and current resume or application to: Little Priest Tribal College, Personnel, P.O. Box 270, Winnebago, NE, 68071. Fax number (402-878-2355). Submit a copy of an academic transcript from a regionally accredited institution of higher education showing at least the minimum qualifications. If the transcript copy does not reflect awarding of the required degree, or the required semester hours, must attach written documentation from the educational institution showing when the degree will be awarded or hours earned. Fax or mail a copy of transcripts to be received by the Little Priest Tribal College, Personnel on or before the job close date.