

Fort Peck Community College
 PO Box 398
 605 Indian Ave
 Poplar, MT 59255
 406-768-6300

Job Title:	English-Lit./Humanities Instructor	Position Type:	Full Time
Location:	Poplar	Date Closing:	Until Filled
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu	Mail: Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. All College Transcripts 5. 3 Letters of Reference 	

Job Description

Reports to

Vice President of Academic & Vocational Education

Position Description - Faculty Roles and Responsibilities

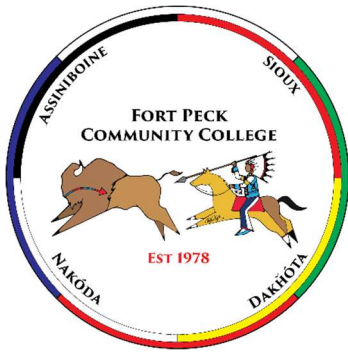
Faculty members serve multiple roles as teachers, facilitators, advisors/mentors, course designer, course manager, subject matter expert, and colleague. Full-time faculty are expected not only to excel in classroom instruction but also to fulfill various responsibilities as active members of the college community.

Major Position Responsibilities

Teaching – Faculty members are expected to be effective teachers and excel in course instruction. Teaching a full-time load (15-18 credits per semester)

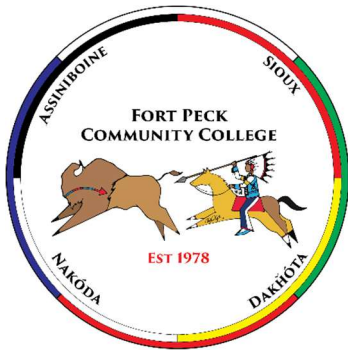
Listed below are the minimum expectations of faculty who teach at FPCC. Effective teaching requires content expertise: Faculty must demonstrate deep subject knowledge, including key concepts, current and relevant research, methodologies, tools and techniques, and meaningful applications. Consequently, faculty members are expected to do the following:

- Teach a full-time load (15-18 credits per semester).
- Possess thorough and accurate knowledge of his or her specific field/discipline, including the ability to evaluate and apply content.
- Be committed to professional development by keeping current in their respective discipline.
- Maintain faculty credentials as required by the college’s accrediting agencies. Effective teaching reflects sound instructional methods drawn from the scholarship of teaching and learning, and cultivates a supportive learning environment that allows students to think critically and experiment with material.



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- Teach courses, in content of expertise, at the freshman and sophomore curriculum levels, in accordance with the established course outlines of record and consistent with college standards.
- Create, review, and revise course materials, syllabi, and assessments to ensure they are current, evidence-based, and culturally responsive.
- Use a variety of proven methods of engagement and assessment that facilitate student mastery of the content.
- Deliver instruction in multiple formats, including in-person, hybrid, and online (synchronous and asynchronous).
- Evaluate student progress through exams, papers, and projects, assess student learning outcomes at the course, program, and institutional levels.
- Strive to increase teaching effectiveness through the application of appropriate teaching and learning strategies; evaluate student learning and modify instructional methods and strategies as appropriate to meet diverse student needs.
- Description 4.28.26 Demonstrate interpersonal and communication skills that result in clear communication of subject matter to the students.
- Provide timely, substantive feedback in appropriate forms. Effective teachers should meet institutional expectations. Therefore, faculty members are expected to do the following:
 - Meet classes as scheduled; notify the Vice President of Academic & Vocational Education in advance if they are to be absent, and, if possible, have provided assignments and advance notice of absence to students.
 - Be accessible to students through e-mail or scheduled office hours including arranging, when necessary, additional time for appointments.
 - Prepare and distribute syllabi in accordance with established procedures and guidelines and follow the published final exam schedule.
 - Maintain accurate records in FPCC's LMS of students' academic standing; promptly provide mid-term grades, final grades, attendance, and other information as required by administration.
 - Respect the confidentiality of student information; refrain from discussing or releasing such information except within recognized limits.
- Evaluate students based solely on their academic performance and to respond promptly to student grade questions and/or appeals.
- Advise thirty to forty students, 10 to 15 hours monthly, during the academic year.
- Assist in curriculum development and review.
- Actively participate in the college faculty senate, college committees, shared governance, and college-wide initiatives.



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- Participate in faculty evaluation activities, service learning and student retention initiatives.
- Fulfill all other requirements of FPCC's Academic Policy.

Qualifications

- A Master's Degree in content area of expertise from an institution accredited by an accrediting agency by the US Department of Education.
- Documented successful college teaching experience in content area of expertise.
- Demonstrated ability to relate to students and staff of varied ethnicity, especially American Indian students, and a commitment to a culturally diverse educational environment.
- Appreciation and respect for FPCC students and their role and responsibility in the learning process.
- Demonstrated commitment to the philosophy and mission of the tribal community college.

Non-Discrimination Notice

The Fort Peck Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Fort Peck Community College provides equal access to all individuals who meet the qualification to enroll in college classes: must have a High School diploma or equivalency or be a dual credit or early start student. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Elijah Hopkins, VP for Student Services
P.O. Box 398, Poplar, MT 59255
(406) 768-6371
ehopkins@fpcc.edu

Craig Smith, President
P.O. Box 398, Poplar, MT 59255
(406) 768-6310
csmith@fpcc.edu

For further information on notice of non-discrimination, visit <https://ocras.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~