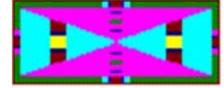


Little Big Horn College
 8645 South Weaver Drive
 PO Box 370
 Crow Agency, MT 59022
 PH (406) 638-3100
 Fax (406) 638-3169



Thank you for your interest in Little Big Horn College employment. Please submit your application with the following **required** documents:

Applicants Name: _____ Closing Date: Open Until Filled

Available Position: Science Faculty

Checklist of required documents:

_____ Letter of application/signed (cover letter) for the position you are applying for

_____ Current resume

_____ Transcript of highest degree earned (If hired you have 30-days to turn in Official Transcript)

_____ Three **signed** letters of Reference (Professional)

_____ Completed KSA's (Knowledge, Skills and Abilities) with your name and the position applied for listed at the top of the page

_____ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as verification)

_____ Consent to Release of Information Form

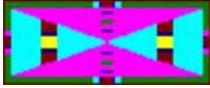
_____ Drug Free Workplace Form

This position shall be open until filled unless a closing date is stated on the LBHC website. Applications submitted after the closing date will be accepted but given less consideration, incomplete applications will not be considered. Applications can be submitted in person to the LBHC Administration reception with Melodee Reed, sent via email to Human Resources at oroscol@lbhc.edu or mailed with "ATTN: Human Resources Office" (see mailing address at top of page).

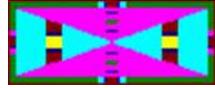
To be completed by LBHC Human Resources

_____ Complete _____ Incomplete _____ Date Received

Laura Orosco, Human Resources Director
oroscol@lbhc.edu
 Director, Human Resources (406) 638-3148



LITTLE BIG HORN COLLEGE Position Description



Job Title: Science Instructor
Department: Math and Science
Supervisor: Dean of Academics

Summary of Position

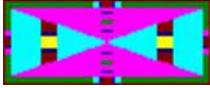
This position is full-time faculty status – nine month contract for the Academic Year. Will recommend to the Department Head and Academic Dean, curriculum plans for each academic term. Will have knowledge to develop and modify curricula and integrate Little Big Horn College's educational philosophy with special attention given to culturally relevant examples.

Principles duties and Responsibilities:

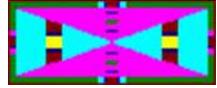
- The incumbent will be responsible for providing the instructional program (teaching) in the science area and keeping appropriate posted office hours.
- Responsible for course delivery and evaluation of each student.
- Meet and instruct assigned classes in the location and at times designated.
- Plan a program of study that, as much as possible, meets the individual needs, interests and abilities of the student.
- Provide book orders to the book store personnel in a timely manner prior to the beginning of each term.
- Work with other faculty members to incorporate culture and writing across the curriculum.
- Meet with other faculty and staff as required and participate in the in-service training.
- Strive to maintain and improve professional competence.
- Serve actively on college committee appointments and duties related to accreditation activities.
- Serve as advisor to students within the departments allocated by the Dept. Head.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the student.
- Responsible for initiating, designing and follow-up on individual learning programs for those students in the science area.
- Must maintain all necessary academics records for all students enrolled in the courses and must turn in grades at the end of each academic period.
- Perform other duties as indicated by the Dept. Head or the Academic Dean.

Job Qualifications

Education: B.S. in Science or related field REQUIRED. Master's Degree in Science or related field PREFERRED.



LITTLE BIG HORN COLLEGE Position Description



Experience: Instructional experience in the Science area, at the high school or college level. Experience with teaching in laboratory situations and working one on one with students. Experience using up-to-date skills with lab equipment, lab exercises/experiments, assessment tools, etc.

Knowledge – Comprehensive knowledge of the science discipline, providing a foundation for effective teaching and learning.

Skills – Computer skills a must. Utilize a variety of teaching techniques and assessment methods that incorporate current educational theory. Responsible for development of course objectives, course syllabi, course schedule, identify texts and training aid materials for use in class. Develop daily/weekly lesson plans outlaying the specific objectives, methods and techniques to be used in the lessons.

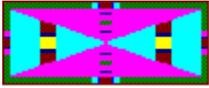
Abilities – Able to independently plan and perform the normal range of teaching functions that relate to Science. Provide a leadership role in development, coordination, review, revision and instruction of science classes. Prepare written communications and reports when necessary. Complete faculty evaluation portfolio.

Salary—Compensation shall commensurate with **Faculty** Salary Schedule DOEE.

Little Big Horn College

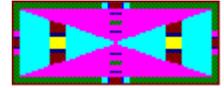
Knowledge, Skills, and Abilities

1. Demonstrate your knowledge and experience utilizing a variety of teaching techniques and assessment methods that incorporate current educational theory.
2. Demonstrate your skills for developing course objectives, course syllabi, lesson plans, course schedule, identify texts and training aid materials for use in class.
3. Provide an effective method you have used to keep up-to-date of the developments in your field.
4. Demonstrate ability and experience with creating and utilizing college level assessments.
5. Demonstrate your methodologies and theoretical approaches in presenting and instructing the Crow language.
6. Describe your experience with grant proposals to procure external funding or reviewing others' grant proposals.
7. Describe your ability for written communication and submitting reports.
8. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven't already described?



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NATIVE AMERICAN/INDIAN PREFERENCE

This position allows additional points to be given to the following preference categories:

Documentation must be provided for each priority:

**First
Priority**

Crow Tribal member

Proof of enrollment

**Second
Priority**

Federally recognized tribal member legally married to a Crow Tribal member

Proof of applicant and spouse's enrollment

**Third
Priority**

Any other outside federally recognized tribal member

Proof of enrollment

Applicants claiming preference must provide a copy of their CIB (Certificate of Indian Blood), BIA Form 4432, or current Tribal ID.

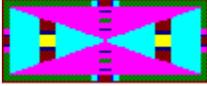
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

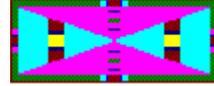
Any other outside Federally Recognized Tribal Member

No preference claimed



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Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

Signature

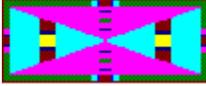
Date

Other Names Used

Social Security Number

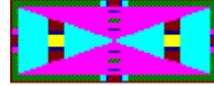
Current Mailing Address

Home Telephone Number



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Drug Free Workplace Policy

Little Big Horn College hereby notifies all employees/students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises and within the boundaries of Little Big Horn College.

All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

Any employee/student convicted of any criminal statute occurring in the workplace shall be subject to termination by Little Big Horn College.

I, _____, have been given a copy of the Little Big Horn College Drug Free Workplace policy and understand the policy, conditions of employment/enrollment and penalties of said policy.

I will abide by the terms of the Drug-free Workplace Policy and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. I am aware of available drug/alcohol counseling, rehabilitation, and employee/student assistance programs available in my community.

Signature

Date