VACANCY ANNOUNCEMENT

NOTICE: This announcement is not a complete job description. For a complete job description contact HR.

POSITION TITLE: Paraeducator/Pre-Teacher Education Division Head (full-time, exempt, salaried position)

PRIMARY WORK LOCATION: Santee Campus, Macy Campus, or South Sioux City Campus

CLOSING DATE: For best consideration, submit application materials no later than 12/1/2021

STARTING SALARY: $49,000 annually

ABOUT THE COLLEGE: “The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo’ho’ (Omaha) Isanti (Santee Dakota) and all learners.” Nebraska Indian Community College is envisioned as a comprehensive Tribal College which values service through high quality education. Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the wellbeing of our communities, and the quality of life and development of its learners, faculty, and service areas.

QUALIFICATIONS: Master’s Degree with at least 18 graduate credits in Education, Special Education or related field. Proficient in Microsoft Office applications. Excellent oral and written communication skills. College teaching experience is preferred, as well as a familiarity with the use of remote learning (online learning management systems, video conferencing, etc.). The candidate must be able to show evidence of effective leadership and a background of proven success in working with students, administrators, faculty, and communities.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Master’s degree in Education or related field; Graduate credit hours and/or experience in special education preferred
- Minimum of two (2) years instructional experience, preferably in a tribal or community college setting
- Previous teaching experience in the K-12 setting preferred
- Experience instructing students from minoritized identities through traditional/nontraditional methods of instruction
- Experience using technology in a classroom setting, including in-person, virtual, VTC, online (asynchronous and/or synchronous formats), and/or other formats.
- Experience supporting students from a range of learning styles, abilities, and skill-sets, as well as ability to support students through in-person and remote spheres.
- Candidate should have a high degree of self-direction and motivation, strong inter-personal, written, and oral communication skills. Qualified applicants must be able to perform the essential functions of this position with or without reasonable accommodations.

SUMMARY OF DUTIES AND RESPONSIBILITIES: Full-time faculty have a 12-month contract with a minimum of forty hours per week. This includes activities in three general areas: teaching, service, and research. As Division Head, primary responsibilities include: 1) the development and assessment of courses, certificate and degree programs in the Paraeducator/Pre-Teacher Education Division, as well as 2) the supervision of faculty in the Paraeducator/Pre-Teacher Education Division. This position will serve as co-chair of NICC’s Educational Access Team to support students with special needs (both remote and in-person) and the team in data collection and implementation. The position will also provide educational insight as a liaison to the Health and Safety Committee to ensure Covid guidelines and policies are reflective of a safe and productive learning environment. The teaching responsibility extends up to 12-15 credits per semester. Teaching schedule may include assignments on other campuses, day, and evening classes.

SPECIAL INSTRUCTIONS TO APPLICANTS: Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans’ preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, religion, sex, national origin, age, sexual orientation, gender, veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

HOW TO APPLY: You can visit us on the web at http://www.thenicc.edu. Applications are also available at any of our three campuses. FACULTY: Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the
qualifications and responsibilities, (2) a resume/CV, (3) a copy of official transcripts, and (4) an NICC Application. Please send your application materials to Human Resources Director, Anthony Warrior at SanAWarrior@thenicc.edu.