AANIIH NAKODA COLLEGE
JOB ANNOUNCEMENT
August 19, 2013

PROCTOR/TUTOR

Job Summary: Aaniiih Nakoda College is seeking an Education Proctor/Tutor. The Proctor/Tutor is responsible for working closely with the Indian Teacher Training Project Staff to provide tutoring in required courses, facilitating coordination and support of distance education classes, monitoring student progress, and documenting and reporting challenges and progress. The Proctor/Tutor will be directly supervised by the Indian Teacher Training Project Director.

Job Description
- Provide Individual and Small Group Tutoring;
- Manage and supervise students in distance learning environments;
- Serve as the liaison to students in Elementary Education and Early Childhood Education;
- Develop, implement, and monitor program records for reporting requirements during the program year;
- Prepare agendas and record meeting minutes, and,
- Be willing to work with a full range of college students.
- Please note: It may be necessary to work unconventional hours to meet the needs of the students.

Knowledge & Skills
- Knowledge of and unreserved commitment to Aaniiih Nakoda College’s mission and philosophy statements;
- Understanding of general higher educational;
- Solid knowledge and experience in the field of early childhood education;
- Strong pedagogical understanding of ECE instruction;
- Gifts of teaching and leadership in relating to students individually and in small groups; and,
- Ability to integrate academic and cultural understanding.

Qualifications
- Must possess a minimum of a Bachelor’s degree in Education or closely related field;
- Experience tutoring.
- A strong background in post-secondary education is preferred.
- Must possess strong communication skills and an ability to write.
- Must demonstrate a sincere desire to work in education.
- Must have a valid driver’s license and insurability.

Physical Demands
Work is typically performed in a classroom and office environments with the proctor/tutor intermittently sitting at a desk or table, or standing. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

Salary According to ANC Salary Scale

How to apply:
Submit 1) Letter of Application; 2) Current Resume; 3) College Transcripts; 4) 3 current letters of recommendation. Please have letters for recommendation correlate with the job you are applying for. Please send application to Aaniiih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526.

Incomplete applications will not be considered. Position closes on Friday, August 30, 2013, 4:00 p.m.

P/T Form 08/2013/ml