



FORT PECK

COMMUNITY COLLEGE

Job Title:	Adult Basic Education Coordinator	Position Type:	Part Time
Location:	Poplar and Wolf Point Campuses	Date Closing:	08/17/2018
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 documents for application to be considered complete: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference 	

Job Description

Wayawa Tipi (The Learning House) Coordinator/Instructor

POSITION SUMMARY: Administer the Adult Education and Literacy Program known as the WAYAWA TIPI (The Learning House). This is a one-year demonstration project.

ESSENTIAL TASKS:

- Establish and operate reservation-area sites; Fort Kipp, Brockton, Wolf Point and Frazer.
- Develop and manage the curricula
- Assign schedule for classes.
- Prepare and manage budget.
- Prepare departmental reports and required education reports
- Coordinate marketing of the Adult Education Program known as the Wayawa Tipi
- Work with appropriate FPCC staff and departments to successfully transition HISET students to college level coursework and programs.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations.
- Knowledge of regulations pertaining to HISET testing requirements.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines
- Excellent organizational, analytical and planning skills.



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- Ability to establish and maintain positive working relationships with other employees at all levels.
- Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.
- Ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude.
- Skill in budget preparation and budget management.
- Ability to handle confidential material judiciously.
- Ability to prepare and analyze financial statements and reports.
- Availability to work or meet in the evenings and/or on weekends.
- Ability to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

LEADERSHIP and COMMUNICATION SKILLS:

- Ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions
- Strong interpersonal and communication skills.
- Ability to make administrative/procedural decisions and judgments.
- Direct, manage, or lead others; may determine work procedures, assign duties, maintain harmonious relations, or promote efficiency; may develop and administer operational programs; and/or may write or present extremely complex papers and reports.
- Follow complex technical instructions, solve technical problems, or disseminate information regarding policies and procedures; may compose unique reports or analysis, or provide extensive support to participants with sensitivity in meeting their needs.
- Communicate information to guide or assist people; may give instructions or assignments to helpers or assistants.

POSITIONS SUPERVISED:

- HISET Tutors

EQUIPMENT/SOFTWARE:

- Use office machines such as copiers or calculators.
- Use computers for data entry; expertise with standard word processing and spreadsheet software.
- Work Keys Assessment
- Excel Spreadsheet
- EdReady Montana Math Program
- TABE Test



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C O M M U N I T Y C O L L E G E

WORKING CONDITIONS - the following physical conditions and hazards may be encountered in this position:

- Indoor environment

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

- Completion of bachelor's degree preferably in Education
- 1 Year related experience
- Possess a valid driver's license and acceptable driving record and background check.

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