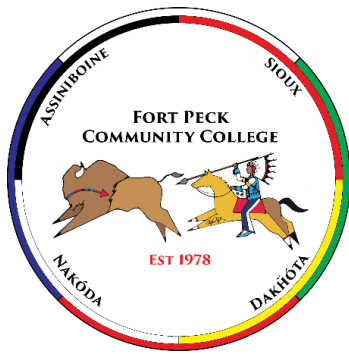


Fort Peck Community College
 PO Box 398
 605 Indian Ave
 Poplar, MT 59255
 406-768-6300

Job Title:	Education Department Lead	Position Type:	Full Time
Location:	Poplar	Date Closing:	10/27/25
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 Interest2. FPCC Application3. Resume'4. College Transcripts5. 3 Letters of Reference	
Job Description			
<p>The Education Department Lead will be instrumental in aligning Fort Peck Community College’s Education programs with community needs. This position will play a key role in guiding and mentoring FPCC’s education program students throughout their educational journey. Management of specific educational grants and teaching education classes are essential.</p>			
Responsibilities			
<p>The Education Department Lead is expected to be effective in student advising, education program coursework, and education program curriculum development. The Education Department Lead will be familiar with education policies and the Montana Office of Public Instruction requirements. The Education Department Lead will be responsible for grant management, for budget and reporting requirements, and teaching education courses.</p>			
<p>Listed below are the minimum expectations of the Education Department Lead:</p> <ul style="list-style-type: none">• Advise, guide, and mentor education program students throughout their educational journey at FPCC.• Work closely with FPCC’s education department faculty/staff, ensuring coursework and curriculum are aligned to community needs, policies, and the Montana Office of Public Instruction’s requirements.• Travel to area schools to foster strong ties with local school districts.• The Education Lead will be responsible for overseeing FPCC’s education grants, including the budget and reporting requirements.• Teach education courses as required.			



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Skills/Qualifications

- A Bachelor's Degree in Education from an institution accredited by an accrediting agency by the US Department of Education is preferred.
- 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~