



## **INSTITUTE OF AMERICAN INDIAN ARTS**

### **Coordinator of Developmental Education JOB DESCRIPTION**

**DEPARTMENT**            **Academic Division**  
**CLASSIFICATION**  
**REPORTS TO**            **Academic Dean**  
**LAST UPDATED**        **July 2016**

#### **SUMMARY OF RESPONSIBILITIES**

Incumbent will provide leadership and coordination for the developmental education program with primary emphasis on curriculum, faculty training and student support. Maintain on-going, systematic assessment of the developmental education program including direct, indirect and qualitative measures. Regularly review and assess developmental education goals and ensure alignment with the mission, vision and core values of the IAIA.

**Note: A grant funded position has no guarantee of on-going and indefinite employment. This is a one-year appointment with possible re-appointment.**

#### **ESSENTIAL POSITION FUNCTIONS**

- Teach 2 developmental courses per semester as assigned.
- Work with learning specialists and director of the Learning Lab to develop strategies and best practices for working with developmental education students and students with learning disabilities.
- Provide leadership for successful links between developmental education classes and Learning Lab support.
- In consultation with the Dean, department chairs, program directors, and other IAIA offices, identify and recommend new program initiatives and opportunities to strengthen and expand existing programs that seeks to serve students who enter IAIA underprepared.
- Serve as a liaison to campus committees with direct impact on students enrolled in developmental courses.
- Follow through on action plans/recommendations made to the college community as a result of formative and summative evaluations, student learning outcomes assessment and program review.
- Ongoing assessment of assigned/related programs to support improvement.
- Analyze educational data and generate reports as assigned.
- Ensure course design quality adheres to accreditation requirements and program learning outcomes.
- Provide training to IAIA faculty in best practices for developmental education.
- Function as part of a team.
- Academic advising as needed.
- Complete other duties as required/assigned.

#### **REQUIRED EXPERIENCE AND EDUCATION**

Master's degree and relevant teaching in developmental education or related field at the college

level. Experience in working with Native Americans, Alaska Natives and/or diverse peoples is preferred.

### **REQUIRED COMPETENCIES**

- Knowledge of best practices in developmental education.
- Knowledge of Academic Technologies (Blackboard, e-portfolio)
- Excellent and proven communication, negotiation and problem solving skills as they relate to instructional responsibilities.
- Knowledge of best practices for online education and instruction.
- Proven ability to communicate clearly and effectively with all levels and with all peoples and groups.
- Proven ability to interact and work successfully with faculty, students and staff as related to job responsibilities.
- Demonstrated sensitivity toward Native American culture and ability to motivate and teach students from diverse ethnic backgrounds.
- The employee must adhere to appropriate professional standards of conduct and ethics.
  - confidentiality
  - integrity and honesty
  - compliance with directives
  - cooperate and work respectfully with others
  - participate in meetings as required
- Ability to adapt quickly and effectively to changes in the work environment.
- Ability and skill to demonstrate a pleasant, courteous and professional demeanor and presence at all times.
- Ability to be a self-starter and self-motivated.
- Ability to respond to requests in a timely manner.
- Demonstrate compliance with applicable and essential IAIA policies, processes and/or procedures.
- Ability to perform other duties as assigned.

### **WORKING CONDITIONS**

- Ability to sit for extended periods of times.
- Effective communication skills using the spoken and written word to a wide range of audiences.
- Ability to see, view and/or review a wide range of information effectively.
- You may be asked by supervisors or managers to perform other duties.
- Your evaluation will include assessment of your performance of your job as described herein.
- Management reserves the right to revise this job description at any time.
- The job description is not a contract for employment.
- Deadline: Open until filled, 2016
- Start Date: August 2016 \*Pending budgetary approval