

SISSETON WAHPETON COLLEGE
NSF-TCUP – Behavioral Sciences

TITLE: Educational Specialist
REPORTS TO: Behavioral Sciences Principal Investigator
SALARY: D.O.E.
TOUR OF DUTY: 8:00 a.m. to 4:30 p.m., may require some evenings or weekends.
SUPERVISES: None

Summary

Responsible for developing and implementing enhanced student support systems to improve literacy in mathematics, reading comprehension, and writing to increase the success of current and potential students. The primary object is to move students quickly through remedial courses and to provide the additional support students need to succeed in the Behavioral Sciences program. While the Educational Specialist will focus on the needs of these students by designing curricula and intervention specific to the Behavioral Sciences program, these services will be provided to all students with a similar need.

Responsibilities/Duties

1. Facilitate a learning centered environment.
2. Assess the educational needs of 'at risk' students.
3. Develop and implement individualized support plans for students.
4. Develop and implement student tutoring workshops and individual sessions.
5. Collaborate with faculty from the Behavioral Sciences, English, and Mathematics departments to create and offer cross-curricular assignments to strengthen mathematics and language arts literacy.
6. Administer and/or proctor various examinations.
7. Support the successful implementation of the NSF-TCUP grant(s) and other activities related to the Behavioral Sciences program.
8. Support the goals and objectives of the institution.
9. Comply with all College, Tribal, and Federal policies, regulations, and laws that govern the College.
10. Participate on College committees and in faculty/staff meetings.
11. Perform other duties as assigned.

Education

- Master's degree in education, with knowledge of Mathematics and Language Arts. SWC would consider an individual with a bachelor's degree in education and experience in teaching at-risk students.

Other Qualifications

- At least one year's experience working with Native American students is preferred.
- At least one year's experience working in a higher education institution is preferred.
- Experience as a tutor or teaching high school students.
- Planning, organizational, and time management skills.
- Proficiency with various computer applications.

Physical Demands:

- Regularly be able to remain in a stationary position.
- Occasionally move about inside an office and classroom.
- Operate a computer and other office/classroom equipment.
- Occasionally move, transport, or position up to 10 pounds.
- Communicate clearly and effectively.
- May need to ascend/descend stairs.

Other

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with students.
- Must demonstrate sensitivity to the needs of economically and educationally disadvantaged students, primarily Native American students.
- Must have ability to maintain high levels of confidentiality.
- Must be able to work a flexible schedule, including evenings and weekends.
- Display high standards of ethical conduct.
- Work with minimal supervision and demonstrate a keen attention to detail.
- A background similar to that of the program's participants is preferred.