

**POSITION ANNOUNCEMENT**  
**Chief Dull Knife College**  
**Developmental Reading/Writing Specialist**

Starting Salary Range-Salary Schedule Placement Dependent on Experience

10 Month Position/Benefits

**Opening Date:** 4/7/2017 **Closing Date:** Open Until Filled

**First Review:** 4/20/17

**SUBMIT RESUME TO:**

**Selection Committee RWS**  
**Chief Dull Knife College**  
**PO Box 98**  
**Lame Deer, Montana 59043**

**General Job Description:** Selects, designs, develops, and implements a remediation program for students needing such services in improving reading and writing skills. Oversees the language lab and teaches English language within the developmental program.

**QUALIFICATIONS:**

**Education:** Master's Degree in Education or equivalent preferred; reading/writing endorsement desirable; Minimum qualifications: Bachelor's degree in Education or equivalent with four years related teaching experience. **Experience:** Prefer experience in educational issues affecting Native Americans as demonstrated by work experience, publications, or community service: experience in supervising individualized study.

**Major Job Responsibilities:**

1. Teaches remedial English language skills based on specialized experience.
2. Works closely with the HiSet program at CDKC.
3. Works closely with other college faculty in developing an innovative program to address and decrease gaps in reading and writing proficiency levels for incoming and current students.
4. Builds and implements a foundation program of remedial work necessary to attain readiness for regular college level coursework.
5. Supervise student tutors working in the language lab.
6. Ensures coordination of everyday activities relating to the integrity of program accountability, goals and objectives.
7. Reports to the project Director/Dean of Academic Affairs.