



**Position Description**  
**Department Supervisor/Human Services Faculty Member**  
**Position Open Until Filled**

**Supervisor:** ICC Executive Director/Academic Dean

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**General Purpose**

The Department Supervisor/Faculty will supervise the Human Services Program to promote and encourage student success in human services through quality instruction, leadership in curriculum design, and delivery of coursework for the Associate of Arts and Bachelor of Arts in Human Service program. Under general supervision, the individual will develop, prepare and teach courses, which may include lower and upper division courses

The Department Supervisor/Faculty will teach, supervise and mentor full and part-time faculty, adjunct instructors, schedule, provide academic advising, and participate in campus and community events. These activities will be performed in consultation with the Academic Dean. Leadership for specific projects will also be required and determined by the Dean.

**Regulation**

The duties listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position or the needs and composition of the college.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. ICC is a nontraditional small college and therefore work and duties may not constitute or justify a full time FTE for any one position. All ICC staff members regardless of position do and will assume multiple positions and/or duties. These duties shall be described to the best of the known needs and conditions of the college in the job description.

**Essential Duties and Responsibilities**

The Department Supervisor/Faculty will develop, prepare and teach courses, which may include lower-division, pre-professional coursework, and upper-division courses. General Education course offerings may be taught during the day, evening, as well as using other distance learning formats. It is expected for the faculty member to be comfortable teaching utilizing an online learning management system.

The Department Supervisor/Faculty will assume and assist the Academic Dean with the following:

1. Must teach a minimum of four classes per semester.
2. Assist with the preparation of each semester's schedule.
3. Develop assessment planning and implementation for the Department
4. Coordinate and evaluate full-time and part-time faculty in the Department's programs

5. Conduct annual performance reviews of adjuncts.
6. Work cooperatively with other academic departments within the College
7. Provide academic advising to students
8. Identify, recommend, and mentor qualified adjunct instructors.
9. Participate in student recruitment efforts
10. Respond to student concerns and attempt to resolve those concerns before submission to the Academic Dean.
11. Assist with student registration, orientation, and programs that support student retention
12. Coordinates the Department's ongoing Program Reviews (annual and periodic)
13. Teaches the required number of courses as determined by schedules and the Academic Dean's preferences
14. Organizes the Department's advisory committee meetings
15. Prepares agendas and supporting materials for faculty meetings based on the Academic Dean's direction
16. Represent administration to faculty and adjunct to administration.
17. Consider faculty input for departmental decisions to ensure all departmental units are represented.
18. Update department programs as needed.
19. Engage in, encourage, and assist with scholarly activities and the development of quality curriculum and instruction.
20. Lead and assist with accreditation and program reviews.
21. Assist, as needed, with budgeting.
22. Provide recommendations for tenure, promotion, and termination.
23. Perform other duties as required by the College Dean.

### **Peripheral Duties**

In addition to the above the individual will serve as a representative for ICC and is responsible for supporting the college's retention and recruitment efforts. The Student Support Committee (SSC) lends support by peer-advising students with registration including online, prospective student visits, assisting with various student needs; providing support for the college's growth; assisting with new student orientation programs; as well as representing the college at recruiting events.

The Individual will be responsible for assisting with the overall institutional development goals of the Executive Director/Academic Dean and ICC Board of Directors. Must be able to write seek, write and secure grants for developmental needs of the college. Position will interact with and conduct presentations for internal and external audiences, including students (potential and current), parents, high school personnel, college personnel, staff, and the general public.

### **Knowledge, Skills and Abilities:**

The successful applicant must be willing to work a flexible schedule, including online, as well as possess strong, written, verbal, and interpersonal communication skills. The Department Supervisor/Faculty Member must demonstrate the ability to work well with students, faculty and staff at all levels within collaborative environment and team environment. Must possess excellent people relationship skills.

### **Qualifications-Minimum Education and Experience:**

Individual must have the following qualifications to include:

1. Hold a minimum of a Master's of Arts degree in one of three areas Chemical Dependency, Criminal Justice, or Mental Health/Psychology.
  - a. Will accept a Masters Degree in any field with 18 graduate credit hours in one of the three areas Chemical Dependency, Criminal Justice, or Mental Health/Psychology

2. The individual must have 3-5 years work experience in field.
3. Teaching experience at college level.
4. Must be certifiable to teach required courses for program area.
5. Must possess excellent computer, people relationship, writing, and research skills.

**Employment Preference:**

The college provides preference in employment to any Native American/American Indian who is enrolled in a federally recognized tribe. Any individual claiming Indian preference must meet the following:

1. 1. Must submit a properly completed and signed tribal enrollment form
2. 2. Must meet all qualification requirements stated in the job description
3. 3. Must be deemed suitable for employment by the college

In accordance with title 5, United States Code, Section 2108 veterans shall be given preference. Any individual claiming veteran preference must meet the following:

1. Must submit a DD 214
2. Must meet all qualification requirements stated in the job description
3. Must be deemed suitable for employment by the college

**Desired:**

6. Desirable knowledge of Yankton Sioux people, communities, and culture.
7. Desirable Knowledge of surrounding area, non-tribal communities and needs.

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**Drug Test/Criminal Background**

A drug test and criminal background check will be conducted.

**SALARY**

The salary is set to start at \$45,000 per annum. The ICC Board of Directors determines the salary.

**BENEFITS**

The benefits include fringe, a maximum 5% matching retirement, a health subsidy, tuition free courses, sick and annual leave.

**LENGTH OF POSITION**

This is a 1 FTE (full time employment) 40 hours per week position.

**SUPERVISOR**

The position falls under the direct supervision of the ICC Executive Director/Academic Dean and ICC policy.

**APPLICATION:** For a job application call or for questions call the college at 384-3997, or go to [www.iccoyate.com](http://www.iccoyate.com) for a complete job description and job application. Return the completed job application including resume, training certifications, references, credentials, and/or official documents if claiming Indian or Veteran Preference. **Incomplete applications will not be considered.**

Mail or send all official documents by or before the closing date to:

Dr. Tony Garcia  
Ihanktonwan Community College  
P.O. Box 295  
Marty, South Dakota 57361

It is not the responsibility of the college to provide proof of delivery. ICC is an Equal Opportunity Employer