

Niiwin Akeaa Campus  
111 Beartown Road  
Baraga, MI 49908  
Phone: (906) 353-4630  
Fax: (906) 353-8107



Wabanung Campus  
770 N. Main St.  
L'Anse, MI 49946  
Phone: (906) 524-8400  
Fax: (906) 524-8106

*"Catch Your Dream Through a Superior Education"*

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### **Job Description**

**POSITION:** Department Chair

**DEPARTMENT:** Early Childhood Education

**LOCATION:** KBOCC Wabanung Campus  
770 N. Main St. L'anse, MI. 49946

**SUPERVISORY CONTROL:** Dean of Academic Affairs

**SALARY:** Grade 14

### **SUMMARY:**

The Early Childhood Education (ECE) Department Chair serves as an instructor and program director for the Early Childhood Education Department. In addition, the ECE Department Chair may have oversight of grant funded initiatives related to early childhood. The Chair is responsible for the planning, coordination, evaluation, and on-going assessment of the instructional program; student advising, selection, and supervision; peer performance review; preparation of department reports and other documents; administration of the department budget; active participation in faculty council and other committees as assigned; communication of administrative directives to faculty and students and student and faculty concerns to administration; and mediation of issues among those within the department.

### **QUALIFICATIONS:**

Master's degree or higher with a minimum of 18 graduate credit hours in Early Childhood Education or Child Development from an accredited institution is required. Candidates with Master's Degree in Elementary Education with Early Childhood endorsement will be considered. Preferred credentials include three years or more full-time teaching experience in higher education, experience with accreditation and assessment of student learning in higher education, familiarity with the standards and recommendation of the Nation Association for Early Childhood Education (NAEYC), experience with Federal and State of Michigan early childhood and child care standards and programs, prior experience in local early childhood programs, institutions and early childhood classrooms and awareness of current trends in developmentally- appropriate curricula.

## RESPONSIBILITIES:

- Teach a full-time course load within the department (may be combined with funding from grant initiative for additional hours per week).
- Use proficiently the MS Office suite, internet and other hardware and software as needed.
- Assist with the development and implementation of the academic strategic plan within the department, particularly in the areas of recruiting, course transferability, and articulation.
- Manage departmental planning and evaluation.
- Participate in recruitment of culturally diverse adjunct faculty in consultation with the Dean and full-time faculty of the college.
- Recommend appropriate materials, such as instruction equipment, learning resources and computer software, for the department.
- Seek external funding for projects related to the department.
- Represent the college/department within the community at various functions.
- Employ excellent written and oral communication skills.
- Possess or quickly acquire knowledge of college policies and procedures.
- Collaborate effectively in teams.
- Take initiative to engage work and responsibility to achieve desired outcomes.
- Demonstrate interest in development of multiple modalities in teaching and learning.
- Must be able to lift 50 lbs., ability to bend and ability to stand for long periods of time.
- Possesses minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to any felonies offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

Crimes of violence

Molestation

Contact with or prostitution

Offenses committed against children

Sexual assault

Exploitation

Crimes against persons

Child abuse or neglect

## DUTIES:

- Advise and mentor departmental majors, including student organizations.
- Manage departmental academic affairs to include the class schedule, syllabi, incorporation of Ojibwa content throughout the program, course inventory, and catalog.
- Plan and conduct assessment of student learning.
- Supervise and mentor adjunct faculty within the department.
- Manage budget, capital and physical equipment of the departments.
- Coordinate textbook selection within the department.

- Actively participate in the maintenance of criteria required for college accreditation.
- Recommend and coordinate staff development and other activities for faculty within the department.
- Plan and conduct program advisory activities twice a year or more if needed.
- Supervise student interns or other workers as appropriate.
- Attend graduation and honors ceremonies.
- Perform other duties as assigned by your supervisor.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.*

**PREEMPLOYMENT TESTS:**

Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing and physical exam.

**CLOSING DATE:**

OPEN UNTIL FILLED

**NATIVE AMERICAN PREFERENCE:**

Preference will be given to qualified applicants according to policy.

**VETERAN PREFERENCE:**

Preference will be given to qualified Veterans (need DD214)

**APPLICATION PROCEDURE:**

Submit an official KBOCC application, cover letter, resume, certification/transcripts, and three reference letters to:

Human Resources  
 Keweenaw Bay Ojibwa Community College  
 P.O. Box 519 Baraga, MI 49908

Or email [hr@kbocc.edu](mailto:hr@kbocc.edu) with all documentation

\*This position is on-site and remote work is not available at this time.