



North Seattle College is committed to changing lives through education

Position Title: Instructor Parent Education

Location: North, Workforce Instruction Division, Parent Education Program

SALARY: \$58,417 annually for a 172-day appointment

CLOSING DATE: February 10, 2018

Position Summary

This is a full-time, tenure track position in the Parent Education Program at North Seattle College (NSC). The Parent Education Program is committed to North's mission of "Changing lives through education" by providing culturally responsive education and building caring community that supports all children and families. Instructor provides instruction in parent education to students in a variety of settings, including parent cooperative preschools; childcare & other community based settings, which may include schools or organizations serving current or recently homeless families; and online; both at the college and in the community. Teaching responsibilities include a balance among parent education teaching, lab modeling and participation, cooperative preschool board support/advising, and developing classes related to family life and children. Course assignments may include day, evening, and weekend classes, and class load is 18 hours per week, with day/evening segments integral to classes, which may require hours ranging from 9am to 10pm during the month. Additional responsibilities may include promoting the program, assisting the program coordinator, working with the Parent Advisory Council, and participating in monthly faculty meetings and in-services as scheduled.

Full-time faculty members are expected to create a professional development plan as part of the Professional Technical Faculty Certification performance evaluation process, attend department, division and college meetings, and meet all professional obligations as described in the faculty union "Agreement."

Other responsibilities include participation in achievement of the college's mission and goals; upholding the college's values; the governance of the college via department and division work; committee assignments; required professional development and college in-service activities (including employee orientation, faculty development and college compliance trainings) and college strategic planning and accreditation.

Essential Functions

Under the general direction of the Dean for Workforce Instruction Division and in collaboration with the Parent Education faculty, instructor will:

- Teach assigned courses at the times and places scheduled.
- Participate in performance review and Professional Technical Certification requirements.

- Revise and update course content, curriculum and syllabi, student assignments and activities, when necessary, consistent with the master course outlines.
- Stay current in areas of assignment and in teaching techniques.
- Respond to work-related communications regularly.
- Develop classes and curriculum as needed.
- Participate in district/campus/unit committees, and program reviews.
- Hold office hours in accordance with the union agreement.
- Collect and evaluate student and program outcomes for accreditation purposes.
- Communicate and work effectively with people from diverse racial, ethnic, religious, linguistic, gender, age, sexual orientation, and socio-economic status backgrounds, and those with physical and learning disabilities.
- Lifting, moving, setting up/breaking down, transporting needed equipment and displays, holding/catching/assisting children up to 60 pounds are integral to this position.

Required Education, Experience & Abilities

- Completion of a Bachelor's/4-year degree from an accredited college/university in human development, education or related field with extensive education and/or training in child development, parent or adult education, and group process and facilitation.
- Documented experience teaching adults/developing instructional materials.
- Recent teaching experience in child and family education.
- Computer literacy including familiarity with electronic communications (i.e., E-mail, Internet and knowledge of software needed to fulfill position requirements).
- Demonstrated intercultural competency and the ability to communicate, develop curricula, and work effectively with people from broadly defined diverse communities and cultures including people with disabilities, and English as a second language.
- Excellent verbal, listening, problem-solving, critical thinking, and writing skills.
- Qualify to meet and fulfill Washington State and Seattle College District Professional Technical Instructor Certification requirements.
- Ability to work independently, and with colleagues and community partners, as part of an integrated educational team.

Preferred Qualifications

- Completion of a graduate level degree in human development, education or early childhood education, family support or a related field with extensive course work in child development, parent or adult education and group process and facilitation from an accredited college/ university.
- Experience working effectively with diversity in family structure, race, ethnicity, religion, abilities, and socio-economic status; interagency and community groups supporting families including those impacted by homelessness; groups of children from birth to 18; with children's teachers as a team to offer guidance/support; and experience within childcare settings to provide both parent education and staff training.
- Demonstrated knowledge and skills in implementing curricula and practices that address issues of systemic bias and provide for anti-bias approaches to learning for children and families.
- Three years recent parent education teaching experience at the community college level or higher.
- Prior participation, as a teacher or parent, in a parent cooperative preschool affiliated with a community or technical college, preferably in Washington State.
- Experience with assessment processes that measure course, program and college learning outcomes, and using the results to strengthen curricula.
- Computer literacy including competency with word processing, email, web research, website set up, and online teaching or learning/use of learning management systems such as Canvas.
- Demonstrated experience in problem solving and working in situations requiring teamwork and leadership.
- Ability to communicate in languages in addition to English, as we do have classes currently taught in Spanish and English, and have students who are English language learners from a variety of language backgrounds.

Application Procedures

- Application through the Seattle Colleges District website is required
- Position finalists will be required to perform a 15 minute teaching demonstration and present related curriculum materials as part of the interviewing process.
- All official college transcripts will be required if hired.
- First Aid/CPR training certification and background check are required if hired as well.

Supplemental Questions

If you would like to include a list of supplemental questions please attach them with this document.

1. Please describe your intercultural competency skills and experiences providing effective education and support for families from a variety of backgrounds and cultures, particularly those from underrepresented groups.
2. Tell us about your philosophy and experience implementing it in providing education and support for children and families.