



Job/Position Description

ADJUNCT FACULTY – Art in Elementary School

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit a [KWU Employment Application Form](#), a cover letter, and resume/curriculum vitae. Please email your application materials to hr@kwu.edu. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job description. Make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applicants are identified, and continue until a hiring decision is made.
- Position is to be filled as soon as possible, but no later than July 15, 2020.
- Position begins August 10, 2020.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

JOB'S TITLE: Adjunct Faculty-Art in Elementary School

JOB'S OPERATING GROUP: Office of the Provost

OPERATING GROUPS MAJOR RESPONSIBILITIES: The Office of the Provost is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, the design and delivery of all academic co-curricular programs and activities, and the design and delivery of all support and information services required to maintain university accreditation and increase student success in all academic areas of the university.

JOB'S DEPARTMENT: Department of Teacher Education

DEPARTMENT'S MAJOR RESPONSIBILITIES: The Department of Teacher Education is responsible for the effective development and delivery of the department's curriculum and advising of department majors. In addition, the department assists other areas of the university in recruiting new students to the university and participates on faculty and university committees. The department focuses on quality teaching and student centered learning.

JOB'S DIRECT SUPERVISOR: Department Chair: Dr. William W. Backlin (Interim)

DATE JOB LAST REVIEWED OR ANALYZED: May 2020. Job reviewed by Dr. William Backlin, Interim Department Chair and Becky Mathews, Director of Human Resources

JOB'S STATUS: Faculty, Part-Time, Exempt, Contract

JOB'S SALARY AND BENEFITS: \$800 per credit hour (e.g. 2 credit hour course equals \$1,600).

JOB INFORMATION

JOB RESPONSIBILITIES (SUMMARY): This job is responsible for preparing and teaching EDUC248A course.

JOB WORKS WITH: The Department Chair, teaching staff, Provost's office staff, and course students.

JOB'S STAFF AUTHORITY: None

JOB'S BUDGET AUTHORITY: None

JOB'S PHYSICAL WORKING CONDITIONS: Climate controlled office and classroom environment. Standing, sitting, stooping, walking, talking, seeing, hearing, keyboarding, filing, and other similar physical motions and activities are a usual part of the job.

JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

JOB'S EQUIPMENT: University phone and Learning Management System (LMS) system (Canvas).

JOB'S WORK SCHEDULE: Teaching and office hours arranged around the assigned course(s).

JOB'S TRAVEL REQUIREMENTS: None, unless teaching clinical practice courses.

JOB DUTIES AND PERFORMANCE STANDARDS

JOB'S ESSENTIAL DUTIES (95% of time)

1. Teaching (95% of time): Responsible for delivering in a student receptive manner the knowledge, skills, and experiences each student needs to successfully achieve course learning outcomes as outlined in the course syllabus.
 1. Student-focused educator committed to student learning, retention, persistence, and completion.
 2. Prepare and teach the following courses: Art in Elementary School (EDUC248A); 2 credit hours; fall 2020 term.
 3. Create, post, and articulate course learning outcomes or objectives in order to ensure student understanding of course learning objectives and expectations.
 4. Create and post a course Syllabus, and a Class Schedule for each class being taught during each semester.
 5. Create course curriculum, course handouts, lectures, labs, presentations, and other course materials required to deliver course information in an understandable and interesting manner to ensure students are engaged with the course material in order to achieve the course learning outcomes.
 6. Create course rubrics in order to assess each student's performance related to the course's learning objective and to identify areas for student improvement.
 7. Assist students to master course material by being available through "office hours" and at other times to answer questions and assist students to better understand the material in one-on-one or small group sessions.
 8. Meet all classes and other scheduled responsibilities such as office hours and meetings at the designated time.
 9. Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines.

JOB'S OTHER DUTIES (5% of time):

1. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY YOUR SUPERVISOR.**

JOB'S PERFORMANCE MEASURES AND STANDARDS: This section lists the specific performance measures upon which this position's performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder and their direct supervisor.

JOB QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:**
 - Undergraduate Instruction: Hold a degree in the field of instruction (as determined by the discipline) at least one level above that of the program taught.
 - Graduate Instruction: Hold a terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.
- **PREFERRED:**
 - Undergraduate Instruction: Hold a terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.
 - Graduate Instruction: Hold a terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: None
- PREFERRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: Teaching experience or teaching assistant experience.
- PREFERRED: Experience as a primary teacher of similar courses at the college level.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’S:

- MINIMUM REQUIRED
 1. Demonstrated advanced level of oral and written communication skills.
 2. Demonstrated ability to meet required attendance and submission deadlines.
 3. Demonstrated ability to create, articulate, and assess course learning outcomes.
 4. Demonstrated effectiveness in creating course materials (syllabus, handouts, presentations, etc.) which enhance student interest and engagement.
 5. Demonstrated ability to create and manage effective grading rubrics for consistent and uniform grading results.
 6. Demonstrated ability to work effectively with diverse populations.
 7. Demonstrated ability to manage effective, friendly, and civil working relationships with staff, faculty, students, alumni, guests, and others at the university.
 8. Demonstrated problem solving and abstract thinking skills.
 9. Demonstrated ability to produce high quality work while working independently.
 10. Philosophical alignment with the mission and vision of KWU.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.