JOB DESCRIPTION

Visiting Assistant Professor – Music – Director of Choral Music
(Interim Position for 2019-20 Academic Year)

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit an application [KWU Employment Application], a cover letter, and a resume/curriculum vitae. Please email your application materials to HR@kwu.edu (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Position/Job Description. If emailing, make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:
• Applications will be taken until the job is filled.
• Interviews will begin as soon as qualified applications are received.
• The position begins as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

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 Music

DEPARTMENT’S MAJOR RESPONSIBILITIES: The Department of Music 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. The mission of the Music Department is as follows: It is the mission of the Music Department to provide students with a comprehensive music education by focusing on a theoretical understanding of the musical language (I), the art of performance (II) and the spiritual role music plays, individually and culturally (III).

JOB’S DIRECT SUPERVISOR: Director of the Department of Music

DATE JOB LAST REVIEWED OR ANALYZED: June 2019

REVISED BY: Damon Kraft, Provost
JOB’S FLSA STATUS: Exempt

JOB’S EMPLOYMENT CLASS: Faculty

JOB’S EMPLOYMENT TYPE: Full-Time

JOB’S FACULTY RANK: To be determined at hiring based on the person’s highest degree attained, qualifications, and experience.

JOB’S SALARY AND BENEFITS: Salary to be determined at hiring based on the person’s qualifications, experience and faculty rank. Full-time benefits as outlined in the university benefits package found on the university’s job web site.

JOB INFORMATION

JOB RESPONSIBILITIES (SUMMARY): This job is responsible for preparing and teaching a wide variety of vocal music courses. The successful applicant will lead the Philharmonic Choir and Chorale, in addition to other teaching responsibilities as determined by departmental need.

JOB WORKS WITH: The department is led by a Director and currently consists of two full-time teaching faculty. This job fully interacts with the KWU student body in terms of teaching.

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 activates are a usual part of the job.

JOB’S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

JOBS EQUIPMENT USED: University phone, computer, Learning Management System (LMS) system, etc.

JOB’S WORK SCHEDULE: Scheduled arranged around the assigned courses.

JOB’S TRAVEL REQUIREMENTS: Travel for clinical practice supervision might be required, as well as travel for recruiting.

JOB DUTIES AND PERFORMANCE STANDARDS

For a more complete understanding of the duties and responsibilities of faculty jobs, please read and review the Faculty Handbook which will be made available to final candidates for the job.

JOB’S ESSENTIAL DUTIES

1. Teaching (80%): 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. Teach 12 credit hours each semester consisting of the following course(s): Music Theory, Philharmonic Choir, Chorale, Secondary Methods, and other courses according to the candidate’s strengths and department needs. While this is the ideal schedule, changes or trade-offs may be made within the department based on faculty strengths and department needs.
2. Create, post, and articulate course learning outcomes or objectives in order to ensure student understanding of course learning objectives and expectations.
3. 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.

2. Advising (10%) (where applicable): assist students with the creation of schedules and offer professional guidance on such matters as college transitions, essential study skills, goal setting, career options, etc.

**JOB’S OTHER DUTIES: (10%)**

1. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY YOUR 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.
- **PREFERRED:**
  - Undergraduate Instruction: Hold a terminal degree determined by the discipline and have a successful record of research, scholarship, or achievement.

**CERTIFICATIONS/LICENSES:**

- **MINIMUM REQUIRED:** None
- **PREFERRED:** None

**WORK EXPERIENCE:**

- **MINIMUM REQUIRED:** Teaching experience or teaching assistant experience.
- **PREFERRED:** Experience as primary teacher of similar courses at the college level. K-12 teaching experience.

**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.

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**AGREEMENT SIGNATURES**

Employee’s Signature ________________________________________  Date _____/_____/_____

I have read, understand, and accept this Job Description and more specifically the duties and standards of performance associated with this job and agree to be held accountable for successfully completing these duties and standards of performance.

Direct Supervisor’s Signature ________________________________  Date _____/_____/_____

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A copy of the signed Job Description is to be retained by both the employee and their direct supervisor. In addition, a signed copy is to be given to and retained by the department's supervisor and the HR Office.