

# KANSAS WESLEYAN UNIVERSITY

## POSITION DESCRIPTION

### TEACHING FACULTY – EDUCATION (Tenure – Track Position)

#### 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](mailto: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 Job description. If emailing, 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 begins August 2019.

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

**POSITION'S MAJOR OFFICE:** Office of the Provost

**MAJOR OFFICE 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.

**POSITION'S DEPARTMENT:** Teacher Education Department

**POSITION'S DEPARTMENT RESPONSIBILITIES:** The Teacher Education Program at Kansas Wesleyan University provides a comprehensive background of professional education courses designed to prepare future elementary, secondary, Pre K-12 and special education teachers to perform effectively in the classroom setting. Students who intend to be licensed as teachers upon completion of those requirements stipulated by the University are required to follow procedures, policies, and practices outlined in the student handbook. Applicants to the teacher education program who hold degrees will be evaluated on competencies achieved and advised accordingly. The Kansas Wesleyan University Teacher Education Program has been accredited by Kansas State Department of Education since 1947 and the National Council of Accreditation of Teacher Education since 2002.

**POSITION'S DIRECT SUPERVISOR:** Director and Chair: Dr. Kristy Rodriguez

**DATE POSITION LAST REVIEWED OR ANALYZED:** March 2019    **REVISED BY:** Department Chair: Kristy Rodriguez

**POSITION'S EMPLOYMENT STATUS:** Full-Time, Faculty, Exempt, and a Nine-Month Contract

**POSITION FACULTY RANK:** To be determined at hiring based on qualification and experience.

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS:** Salary to be determined at hiring based on the person's qualification, experience and faculty rank)

## POSITION INFORMATION

**POSITION'S SUMMARY:** This position is responsible and obligated to be a professional educator. Under the supervision the Division Chair and Department Chair, faculty have as their chief duty the instruction of assigned classes. This duty takes precedence over all others. In addition to their teaching responsibilities, faculty should assume responsibility for professional development, service to the college, and other duties as assigned by their supervisors. They are also obligated to abide by and support college policies as set forth in the Faculty Handbook. Faculty must be committed to the goals and mission of Kansas Wesleyan University.

**POSITION WORKS WITH:** The Department is led by the Director and Department Chair and currently consists of two full-time teaching faculty. This position also fully interacts with the KWU student body in terms of teaching and advising. In addition, this position will interact with other faculty and staff regarding recruiting, curriculum design, and other similar requirements of the Department and University.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** None

**POSITIONS PHYSICAL WORKING CONDITIONS:** Office and classroom environment as well as travel to supervise clinical practice students.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**POSITION'S EQUIPMENT:** University phones and LMS system.

**POSITION'S WORK SCHEDULE:** Flexible scheduled arranged around a M-F teaching schedule. A minimum of ten hours of scheduled "office hours" are required.

**POSITION'S TRAVEL REQUIREMENTS:** Regular local travel for clinical practice supervision. Some distance travel may be required for professional development or clinical practice supervision.

## POSITION DUTIES AND PERFORMANCE STANDARDS

**POSITION'S ESSENTIAL DUTIES:** Instruction

- Facilitate student learning, provide effective instruction, and perform evaluation of student learning for all assigned classes, using each course's learning outcomes as a guide. The basic instructional assignment is twenty-four load hours per academic year for 9-month faculty. However, the faculty position can include a combination of teaching and administrative or supervision duties. On occasion faculty may receive a reduced instructional load to complete other duties related to the function of the college. Each semester's instructional load will be assigned by the department chair, which will be determined by the nature of the position, the needs of the department, and workload guidelines established by college policy.
- Develop course curriculum, course handouts, lectures, labs, and presentations.
- Participate in program level learning assessment. Participation includes articulate learning outcomes, choosing and administering measures, evaluating student performance, and suggesting changes to improve student learning.
- Work with other faculty and administration in developing program curriculum, standards, and policies including reviewing and participating in textbook selection process where appropriate.
- Schedule, supervise, debrief, and evaluate students in clinical practice, internships, observation, field experience, and similar settings as appropriate for the course or program.
- Be available to students via email, phone, or personal conference. The method of contact and hours of availability should be clearly communicated to the department chair and students through the course syllabi each semester.

- Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines.
- Meet all classes and other scheduled responsibilities such as office hours and meetings at the designated time.
- Keep a flexible weekly schedule that best facilitates student learning and access.

**POSITION'S OTHER DUTIES:**

- Help students identify and achieve their educational goals through participating in the college's advising process, as well as providing academic advising.
- Post and keep on campus hours to facilitate interaction with students, other faculty, staff, administrators, and the public.
- Participate in college professional development activities.
- Participate in summative and formative faculty evaluation process.
- Remain current in academic or program discipline, including maintaining licensure, certification, or continuing education requirements where appropriate.
- Receive training or stay current in technological or pedagogical advances that promote student learning.
- Serve on standing ad hoc committees, advisory boards, hiring committees, faculty senate, or as a student organization advisor.
- Attend local, regional, state, or national meetings where required or necessary for the discipline
- Mentor and assist in orienting new faculty, either formally or informally where appropriate or required by department or division.
- Attend commencement or other ceremonies appropriate to the faculty member's discipline or program.
- Attend departmental, divisional, and college-wide meetings where appropriate or as required by department chair.
- Performs other duties as assigned by the position's supervisor.

**POSITION'S PERFORMANCE MEASURES AND STANDARDS:** Actual performance standards for each criteria will be set in consultation between the position holder and the department chair.

- Course Learning Outcomes, Syllabi, and class schedule posted are required
- Semi-Annual Student Course Evaluation Results
- Semi-Annual Advisee Evaluation Survey Results
- Annual Self-Evaluation Results
- Annual Departmental Review
- Peer Review as per the Faculty Handbook

## POSITION QUALIFICATIONS

**EDUCATION:**

- **MINIMUM REQUIRED:** Master's Degree with at least 18 graduate hours in curriculum and instruction, educational leadership, or education.
  - Experience with field-based elementary, early childhood, and/or secondary education programs.
  - Knowledge of inclusion program elements in teacher education.
  - State or nationally recognized publication/presentation record.
  - Knowledge of state and national accreditation process.
  - Knowledge of and experience with program assessment.
  - Experience with distance learning programs.
  - Understanding of or experience with program assessment.
  - Understanding of cultural, linguistic, and ethnic diversity.
- **PREFERRED:** Terminal degree in the area of Educational Leadership, Curriculum and Instruction, or comparable field.
  - Experience in a college or university preservice teacher preparation program.
  - Experience in P-12 schools.

- Record of instruction, scholarly activities, and service that is sufficient to warrant appointment to a tenure track position, non-tenured candidates are encouraged to apply.
- Demonstrated ability to think and act creatively with people, information, and ideas.
- Record of experience designing and implementing initiatives that lead to improvement of teacher education programming.
- Demonstrated commitment to and understanding of learner-centered distance educational programming

**CERTIFICATIONS/LICENSES:**

- MINIMUM REQUIRED: None
- PREFERRED: State teaching license

**WORK EXPERIENCE:**

- MINIMUM REQUIRED: Five years teaching experience in P-12 setting. Five years administrative experience in the P-12 setting.
- PREFERRED: Two years' experience teaching in higher education

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

- MINIMUM REQUIRED
  - Demonstrated professional level oral and written communication skills. Must be mobile and possess a current valid driver’s license.
  - Demonstrated ability to manage effective working relationships with staff, faculty, students, alumni, cooperating teachers, and all people involved with the professional development schools.
  - Demonstrated ability to work independently and to prioritize multiple projects and responsibilities.
  - Demonstrated professional level in using Microsoft Office programs to include Word, Excel, and Power Point as well as the campus wide learning management system.
  - Demonstrated ability to use planning and scheduling software, preferably Outlook.
  - Demonstrated problem solving and abstract thinking skills.
  - Demonstrated ability to produce high quality work while working independently.
  - Demonstrated ability to maintain a high degree of confidentiality.

**NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS**

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITION. 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 the 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.
5. All “offers of employment” are subject to a criminal background check prior to employment.

**AGREEMENT SIGNATURES**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read, understand, and accept this Position Description and more specifically the duties and standards of performance associated with this position and agree to be held accountable for successfully completing these duties and standards of performance. In addition, I agree to be held accountable for following the policies and processes as outlined in the KWU Employee Handbook, and acknowledge receipt of the handbook.

Direct Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

A copy of the signed PD is to be retained by both the position 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 Department.