



Job Title: Program Director of Secondary and Interim Program Director for MEd Curriculum and Instruction	Division/Department: College of Arts & Sciences
Location: Main Campus	

Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 40
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POSITION SUMMARY:
 The selected candidate will be responsible for teaching duties necessary to support existing CAS School of Teacher Education program and administrative duties for the Master of Education in Curriculum and Instruction degree and certification programs.
 Additional responsibilities include service on university committees, support of departmental functions necessary for overall program assessment, strategic planning, and accreditation.

- ESSENTIAL DUTIES AND RESPONSIBILITIES:**
- Oversee the Masters of Curriculum and Instruction and certificate programs
 - Work with the CAGS Dean to oversee the strategic plan and budget for the MEd Curriculum and Instruction program
 - Responsible for developing and maintaining assessment system plan including collecting, analyzing and reporting on data for data driven decision-making for the MEd Curriculum and Instruction programs
 - Be responsible for required institutional and state reports for the MEd Curriculum and Instruction programs
 - Be responsible for teaching courses in CAS and CAGS
 - Serve on committees as required by MACU
 - Serve as Graduate Program certification officer for the School of Teacher Education

- QUALIFICATIONS:**
 The successful candidate should possess the following:
- Established record of academic and public school administrative leadership
 - Effective oral and written skills
 - Strong interpersonal skills with ability to work collegially with faculty and campus, K-12, and state community
 - Ability to network with state and national peers
 - Ability to work as part of a team to coordinate and support programs within the department and the university
 - Strong organizational and teaching skills
 - Adherence to the Christian objectives and policies of the University

- EDUCATION and/or EXPERIENCE:**
- P K-12 experience required
 - Doctorate degree

COMPUTER SKILLS:
 Must have current knowledge and advanced skills of Microsoft Office applications of Outlook, Word, Excel, and Access, learning management systems, and current best practices in technology for teachers.

PHYSICAL DEMAND:
 The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:
 The work environment characteristics here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

