



Job Description

Job Title: Part Time Faculty School of Teacher Education		
Division/Department: College of Arts and Sciences	Location: Main Campus	
Reports to: Director School of Teacher Education	Position Number:	
Position Type: <input type="checkbox"/> Full-time <input checked="" 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 10

POSITION SUMMARY:

This faculty member will be responsible for teaching 3 semester hours/equivalent per semester in Elementary Education and Professional Education courses for the School of Teacher Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach 3 hours in the Fall semester and/or Spring semester
- Provide quality instruction and feedback for students
- Create, distribute, and follow a syllabus which is based on the master syllabus of the course, aligned to student outcomes of the program, and approved by the Director of the School
- Assess student performance in the classroom using outcomes-based assessments
- Utilize a variety of appropriate teaching strategies to promote students' critical thinking skills
- Develop instructional material consistent with course objectives
- Maintain expertise and currency in the discipline and in teaching strategies
- Respond to students, administrators, faculty, and staff in a timely manner

QUALIFICATIONS:

The successful candidate should possess the following:

- Effective oral and written skills
- Ability to work as part of a team to coordinate and support programs within the department and the university
- Strong organizational and teaching skills
- Ability to incorporate appropriate, contemporary technologies and best practices in teaching
- Adherence to the Christian objectives and policies of the University
- Flexibility in days and times (preferred)

EDUCATION and/or EXPERIENCE:

- P K-12 experience required
- Bachelor of Science in Elementary Education with a Masters of Education in Curriculum and Instruction OR Masters of Education in Elementary Education

COMPUTER SKILLS:

Must have current knowledge of Microsoft Office applications and current best practices in technology for teachers of elementary education

PHYSICAL DEMANDS:

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.