



Position Description

Teaching Faculty – Director of Teacher Education (Tenure–Track Position)

APPLICATION and HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Teaching philosophy
6. Unofficial transcript - for the required degree the unofficial transcript must contain either a conferred date or date awarded, and
7. Desired salary (may be listed on application),
8. 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 Position Description. Make sure you reference the position title on the subject line of your email. **No phone calls please.**

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: Teaching Faculty – Director of Teacher Education

POSITION'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.

POSITION'S DEPARTMENT: Teacher Education Department

DEPARTMENT'S MAJOR 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: Provost and Executive Vice President of Student Success

DATE POSITION LAST REVIEWED OR ANALYZED: March 2024, revised by the Provost and Human Resources.

POSITION'S EMPLOYMENT STATUS: Full-Time, Faculty, Exempt, and a Ten-Month Contract (12 month pay period)

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

POSITION'S SALARY AND BENEFITS: Salary to be determined at hiring based on the person's qualification, experience, and faculty rank. Medical benefits are available to full-time employees.

POSITION INFORMATION

POSITION RESPONSIBILITIES (SUMMARY): The Director of Teacher Education leads the Education department and provides guidance and leadership to all Education programs on campus. This individual must be knowledgeable of state and national education standards to ensure successful outcomes for students and the continued accreditation of the programs. Additionally, the Director is expected to be an engaged, communicative leader who works effectively with a range of constituents across the institution.

POSITION WORKS WITH: The Department is led by the Director and currently consists of two additional full-time staff. 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. Finally, this position interacts with others in the Education discipline regionally and nationally.

POSITION'S STAFF AUTHORITY: Supervises the Education Coordinator and provides leadership for departmental and education colleagues.

POSITION'S BUDGET AUTHORITY: Oversees the budget for the Department of Teacher Education

POSITION'S PHYSICAL WORKING CONDITIONS: Office and classroom environment as well as travel to supervise clinical practice students.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITIONS EQUIPMENT USED: University phones and LMS system.

POSITION'S WORK SCHEDULE: Flexible schedule arranged around a Monday-Friday teaching schedule. A minimum of ten hours of scheduled "student 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: Administration, Instruction

- Provide administrative leadership to the department of Teacher Education to:
 1. Ensure successful student outcomes.
 2. Maintain successful state accreditation.
 3. Develop and facilitate effective assessments to emphasize continuous improvement.
 4. Complete end-of-year reporting necessitated by the Education program.
 5. Assist all education programs to remain current and compliant with state and national standards.
 6. Represent the University among constituents at the state and national levels.
 7. Lead committees directly linked to the Education programs.
- Teach up to 18 credit hours of coursework per academic year.
- Advise students in the major and facilitate effective course scheduling and career preparation.
- Work with other faculty and administration in developing academic curriculum, standards, and policies.
- Schedule, supervise, debrief, and evaluate students in clinical practice, internships, observation, field experience, and similar settings as appropriate for the course or program.
- Engage in a robust professional development schedule to ensure that one is current in the discipline.

POSITION'S PERFORMANCE MEASURES AND STANDARDS:

- Course Learning Outcomes, Syllabi, and class schedule posted are required.
- Semi-annual student course evaluation results.
- Annual advisee evaluation survey results.

- Annual institutional assessments.
- Peer review as per the Faculty Handbook.
- Accreditation standing at the state level.

POSITION QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:** Master's Degree with at least 18 graduate hours in curriculum and instruction, educational leadership, or education.
 1. Experience with field-based elementary, early childhood, and/or secondary education programs.
 2. Knowledge of inclusive program elements in teacher education.
 3. Knowledge of state and national accreditation process.
 4. Knowledge of and experience with program assessment.
 5. Experience with distance learning programs.
- **PREFERRED:** Terminal degree in the area of Educational Leadership, Curriculum and Instruction, or comparable field.
 1. Experience in a college or university teacher preparation program.
 2. Record of instruction, scholarly activities, and service that is sufficient to warrant appointment to a tenure-track position.
 3. Record of experience designing and implementing initiatives that lead to improvement of teacher education programming.

CERTIFICATIONS/LICENSES:

- **MINIMUM REQUIRED:** None
- **PREFERRED:** State teaching license

WORK EXPERIENCE:

- **MINIMUM REQUIRED:** Teaching experience in P-12 setting. Administrative experience in the P-12 setting.
- **PREFERRED:** Two years of experience teaching in higher education

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

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

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS POSITION 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 “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. To fulfill its mission as a United Methodist affiliated 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.
6. All items created by this position are the sole property of Kansas Wesleyan University.