



Position Description
Education Coordinator
(Department of Teacher Education)

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
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 TITLE: Education Coordinator

POSITION'S DEPARTMENT: Teacher Education

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: The department provides a comprehensive background of professional education courses designed to prepare future elementary, K-12 music, and K-12 Physical Education and Health teachers to perform effectively in the classroom setting.

POSITION'S DIRECT SUPERVISOR: Director of the Teacher Education

POSITION'S EMPLOYMENT STATUS: Staff, Full-time, Exempt/Salary, At-Will.

POSITION INFORMATION

POSITION SUMMARY: Advance the mission of Kansas Wesleyan University by providing administrative support for the Teacher Education Department and provides support work in planning, preparation, and coordination of the department's assessment and data analysis for state and national accreditation. Administrative Support-Staff with Teaching Responsibilities (teach up to six credit hours per semester).

POSITION WORKS WITH: Teacher Education, administration/staff and faculty

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Approximately 100% of time spent in a temperature-controlled office environment

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S WORK SCHEDULE: A flexible work schedule at a minimum of 40 hours per week requiring some evenings (seasonal) and weekends (seasonal) to accommodate the department requirements and/or needs.

POSITION'S TRAVEL REQUIREMENTS: None

POSITION RESPONSIBILITIES AND DUTIES

POSITION'S ESSENTIAL DUTIES:

1. Creating and maintaining institutional and department-specific databases, including such data as
 - entering new students and updating all students', information generating letters to cooperating teachers and principals thanking them for their help with Early Field Experience and Clinical Practice
 - generating statistical data each semester for students in Early Field Experience and Clinical Practice
 - generating reports on students pending admission into Teacher Education Program and Clinical Practice
 - entering end-of-the-semester data for all TE programs
 - assisting the Director with assessment data
2. Creating and generating tables, forms, letters, and reports in database as requested by the Director of Teacher Education.
3. Overseeing program data collection.
4. Assisting TE students with resume development, interview strategies, and LinkedIn development.
5. Participate with other area colleges to offer Teacher Interview Day for clinical practice students.
6. EFE placements (will be mentored in the first year for this duty)
7. Maintaining Teacher Education Office:
 - taking minutes at departmental meetings and typing them for distribution
 - answering telephone, taking messages, answering questions, transferring calls
 - making appointments with education faculty
 - making files, filing documents, and maintaining filing system
 - copying, labeling, laminating, binding materials
 - emailing students & faculty about information and meetings
 - making certificates for student accomplishments
 - shopping for office supplies and keeping an adequate amount of all office supplies
 - updating department handbooks (Early Field Experience, Clinical Practice Handbook, Cooperating Teacher Handbook, and Teacher Education Handbook)
 - keeping record of all new equipment purchased with Ashby Funds current
 - creating requested documents in Word, EXCEL, Publisher and PowerPoint
 - assisting with event preparation
8. Teaching up to six credit hours per semester.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Master's Degree in Education
- PREFERRED: None

CERTIFICATIONS AND LICENSES: None

WORK EXPERIENCE:

- Administration experience (i.e. Principal, Director, etc.)
- Work experience sufficient to perform responsibilities of position
- Work experience that will provide knowledge of teacher education and general higher education academic policies

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’s:

MINIMUM REQUIRED:

- Possess excellent verbal and written communication and organizational skills
- Ability to effectively manage relationships with staff, faculty and student populations
- Ability to manage multiple tasks and with minimum supervision
- Organization and time management to manage multiple tasks, sometimes for multiple projects at once
- Goal-setting to set realistic deadlines and strategize daily, weekly, and monthly
- Strong database and computer skills (this includes Word, Excel and PPT)
- Exhibits strong positive attitude and ability to foster teamwork in the office

NOTICE OF SPECIAL POSITION 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 “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.