



## JOB DESCRIPTION

**TITLE: Teacher Preparation Faculty**

**COLLEGE/SCHOOL/DEPT:** College of Education

**DATE PREPARED:** May 18, 2015

**REPORTS TO:** Chair for Teacher Preparation

**FLSA:** Exempt (9 months)

### **POSITION SUMMARY:**

Heritage University invites applications for a position in the Teacher Preparation program in the College of Education. The position includes teaching to both undergrad and graduate level students in pursuit of their teacher certificate. The courses are on the main campus and regional sites along with some on-line support. Some travel may be required to regional locations to meet student and program needs.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Teaches both undergraduate and graduate courses for the Teacher Preparation program.
5. Advises and mentors students in the Teacher Preparation program; topics including degree requirements, strategies for academic success, and career possibilities.
6. Participate in division and university wide activities.
7. Collaborate with colleagues in scholarly and professional pursuits.
8. Evaluate and grade students' class work, assignments, papers and assessments.
9. Maintain student attendance records, grades, and other required records.
10. Participate in student recruitment, registration, and placement activities.
11. Communicate effectively with the offices of university admissions, registrar, and advising center personnel to ensure successful transition of new students to program.
12. Assist department faculty and department chair with continual program development and assessment.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other functions as necessary or as assigned by the Dean of College of Education and the Chair of Teacher Preparation.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Doctoral degree preferred; Master's degree required in the field of education.
2. Successful teaching experience (K-12)
3. Academic preparation and experience in curriculum and instruction with an emphasis in reading and literacy strategies and best practices.
4. Mastery of core KPS-aligned knowledge and practice competencies associated with preventing reading failure and remediating off track readers- including readers at-risk for, and identified with, Dyslexia.
5. Experience in the implementation of an MTSS system with deep understanding of the required assessment and data analysis necessary to appropriately place and monitor the progress of all students.
6. Successful experience working with school districts including teachers and administrators.
7. Successful experience in teaching adult learners.
8. Ability to effectively integrate technology into instruction and assessment.
9. Excellent written, verbal and interpersonal communication skills. Proven skills as an effective communicator with a strong work ethic.
10. Previous experience working successfully with culturally diverse populations.
11. Initiative, commitment, adaptability and sensitivity to program and candidate needs.
12. Personal transportation and willingness to travel.

**APPLICATION INFORMATION AND DEADLINE:** Applications should include a cover letter, vitae/resume, transcripts (copies acceptable for initial screening), and names, addresses, e-mail addresses and phone numbers of 3-5 current professional references.

Review of applications will begin immediately and will continue until the position is filled.

**To apply, please email application material to:** [Humanresources@heritage.edu](mailto:Humanresources@heritage.edu) or Heritage University  
Office of Human Resources 3240 Fort Road Toppenish, WA 98948