



JOB DESCRIPTION

TITLE: Teacher Preparation Faculty – Bilingual Education

COLLEGE/SCHOOL/DEPT: College of Education

DATE PREPARED: Jan 20, 2022

REPORTS TO: Chair for College of Educ. Teacher Preparation

FLSA: Exempt (9 months)

ABOUT HERITAGE UNIVERSITY:

Heritage University is an accredited, private institution offering a wide variety of academic programs and degrees. At Heritage, we believe that a college education should be accessible to anyone with the talent and drive to pursue a degree — regardless of economics, culture, or geographic locations.

Heritage is Washington state's only university to be designated a **Hispanic Serving Institution**. Additionally, with its percentage of Native American students, it also qualifies to be a **Native American Serving Institution**. The broad diversity found at Heritage is an asset to all students as this exposure to different ethnicities and cultures helps them succeed in a multicultural workforce.

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 with an ELL/BLE endorsement. The courses may be taught in-person on the main campus, online in synchronous or asynchronous modes, and at regional sites as may be required by program needs as directed by the Chair. The position will require additional duties of student advising and support and administrative functions typically required of other College of Education faculty and as assigned by Chair. 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:

- 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) with an emphasis on BLE/ELL instruction.
3. Academic preparation and experience in Bilingual Education (BLE) instruction.
4. Successful experience working with school districts including teachers and administrators.

5. Demonstrated successful experience with school districts with diverse student populations
6. Previous experience working successfully with developing teachers for culturally diverse populations.
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. Multilingual competency preferred.
10. Initiative, commitment, adaptability and sensitivity to program and candidate needs.
11. Personal transportation and willingness to travel.

APPLICATION INFORMATION AND DEADLINE:

Applications should include a cover letter including research interests, 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 or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA