Heritage University invites applications for a Special Education position in the Teacher Preparation program, College of Education. The College of Education seeks a candidate to integrate teaching, advising, and program coordination for our undergraduate and graduate students seeking certification in Special Education. Courses are delivered on the main campus and regional sites, along with distance learning. Some travel is required to regional locations to meet student and program needs. Our priority is excellence in teaching; we seek someone with a strong commitment to teaching in a liberal arts setting, and who is prepared to teach both introductory and advanced courses in the area of Special Education. A commitment to working effectively with students from diverse backgrounds is essential.

**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 stakeholders.
2. Learns and employs operating practices of the department and Heritage University.
3. Upholds the Heritage University Mission Statement.
4. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
5. Participates in Teacher Preparation assessment, data analysis, and accreditation activities.
6. Teaches both undergraduate and graduate courses in Special Education.
7. Advises and mentors students in the Teacher Preparation program; topics include degree requirements, strategies for academic success, and career possibilities.
8. Supervises teacher candidates in field experiences and student teaching.
9. Participates in division and university-wide activities.
10. Collaborates with colleagues in scholarly and professional pursuits.
11. Conducts and disseminates research in Special Education and/or Teacher Preparation.
12. Evaluates and grades students’ class work, assignments, papers and assessments.
13. Maintains student attendance records, grades, and other required records in a timely manner.
14. Participates in student recruitment, registration, and placement activities.
15. Communicates effectively with the offices of university admissions, registrar, and advising center personnel to ensure successful transition of new students to the Teacher Preparation program.
16. Assists department faculty and chair with continuous program development and assessment.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other functions as necessary or as assigned by the Chair of Teacher Preparation program.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. Master’s degree required in the field of Special Education.
2. Successful K-12 teaching experience in Special Education.
3. Expertise and experience in addressing the needs of students with exceptionalities.
5. Experience in working with national (i.e., Council for Exceptional Children, Common Core, and Next Generation) and state teaching standards.
6. Evidence of 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.
10. Previous experience working successfully with culturally diverse populations.
11. Initiative, commitment, adaptability and sensitivity to program and teacher candidate needs.
12. Personal transportation and willingness to travel required.

PREFERRED QUALIFICATIONS

1. Completed doctoral degree in Special Education preferred.
2. Expertise in low incidence disabilities.
3. Background suitable for directing clinical experiences in Special Education settings and BCBA or BCBA-D certification.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

1. Cover Letter
2. Resume
3. Three professional references including name, email and phone
4. HU Employment Application

Review of Application 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 98948.

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.