



JOB DESCRIPTION

Position Open Until Filled

TITLE: Education Administration Faculty Chair

COLLEGE: Education

DATE PREPARED: January 2024

REPORTS TO: Provost/Vice President for Academic Affairs

FLSA: Exempt (10.5 Months Faculty Contract)

SALARY: \$54,051 - 88,586 (**Commensurate with education & experience**)

POSITION SUMMARY:

The faculty member facilitates meaningful learning of course and program outcomes through student-centered instruction aligned to the evolving needs of the K12 education system. The successful chair encourages a culture of learning that values mutual responsibility and respect, life-long learning and professional ethics.

We are seeking a highly qualified and experienced individual to join our institution as a Full-Time Faculty Member to lead and oversee our Educational Administration, M.Ed. program. The ideal candidate will possess a strong background in educational leadership, a deep understanding of administrative principles, Washington State laws that govern certification, experience serving diverse populations, and a commitment to fostering excellence in school administration. Preference will be given to candidates with expertise in K12 Educational leadership positions.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represent 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. Uphold the Heritage University Mission Statement.
3. Handle confidential information with tact, discretion and in compliance with FERPA regulations.
4. Assist with the management, review, and evaluation of departmental curriculum, assessments, partnerships and programs.
5. Curriculum Development: Design, develop, and update curriculum content for the Administrative Principal Program, ensuring alignment with industry standards, educational best practices, and relevant regulations.

6. **Instruction and Delivery:** Deliver engaging and effective lectures, workshops, and seminars to students enrolled in the program. Utilize various teaching methodologies to cater to diverse learning styles.
7. **Research and Scholarship:** Contribute to the field of educational leadership through active research and scholarly activities, including academic accreditation and program assessment. Stay abreast of current trends, best practices, and emerging issues in school administration.
8. **Mentorship and Advising:** Provide guidance and mentorship to students in the program. Offer academic and career advising to help students navigate their educational journey and future professional roles.
9. **Program Assessment:** Establish and implement methods for assessing the effectiveness of the Administrative Principal Program. Use feedback and data to make continuous improvements to enhance the program's quality.
10. **Collaboration:** Collaborate with fellow faculty members, administrators at LEAs and ESDs, and various other external stakeholders to create a supportive and enriching learning environment. Foster interdisciplinary collaboration within the institution.
11. **Community Engagement:** Establish connections with the local educational community and other relevant stakeholders. Organize events, seminars, or forums that promote dialogue and collaboration in the field of educational leadership.
12. **Recruitment and Admissions:** Assist with recruitment and admission of students into the program.
13. **Chair Duties:** coordinate the course schedule, select books, recruit and hire and evaluate faculty members, and complete degree audits for certification.

Qualifications:

- A terminal degree (Ph.D. or Ed.D.) in Educational Leadership, Administration, or a related field.
- Substantial experience in educational leadership, preferably as a school principal or in a similar administrative role.
- Demonstrated expertise in curriculum development, instructional design, and program assessment.
- Excellent communication and interpersonal skills.
- Personal transportation and willingness to travel.
- Commitment to diversity, equity, and inclusion in education.

Application Process:

Interested candidates should submit a cover letter, curriculum vitae, teaching/ leadership philosophy, and contact information for three professional references.

Review of applications will begin immediately and continue until the position is filled.
Contract begins August 1, 2024

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Minimum of Master in Education or closely related fields from an accredited institution with a combination of experience in K12 will be considered.
2. Strong commitment and evidence of teaching excellence at the college/university level. Experience and expertise in instructional strategies for English language learners desired.
3. Evidence of a strong commitment mentoring, and working with undergraduate students from diverse backgrounds.
4. Demonstrated expertise in teaching, commitment to community engagement and student leadership activities.
5. Knowledge and experience in program development and assessment in the k 12 learning environment.
6. Excellent written, verbal, and interpersonal communication skills.
7. Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings.
8. Demonstrated skill in using technology as a management, assessment, and teaching tool.
9. Experience or the desire to teach via alternative delivery modes is desired.
10. Initiative, commitment to accomplishment, adaptability, and sensitivity to program and candidate needs.
11. Personal transportation and willingness to travel.

BENEFIT PACKAGE: (.75 FTE or greater)

- Health Benefits - medical, dental, and vision
- No cost life insurance
- Unpaid Time Off
- 18 Paid Holidays
- Matching 403(k) Contribution after a year of service.
- Tuition Waiver Program
- Additional plan are available for purchase. This includes AFLAC & additional life & ADD insurance.
- Many other employee engagement programs.

**Interested and qualified applicants may submit
their application materials to
Humanresources@heritage.edu or
Heritage University
Human Resources Office
3240 Fort Road, Toppenish, WA 98948**