



JOB DESCRIPTION

TITLE: Teacher Preparation Faculty – BLE

DEPARTMENT: Teacher Preparation Program

REPORTS TO: Chair, Teacher Preparation Program

FLSA: Exempt (10.5-month Regular Ranked)

SALARY: \$46,330 - \$75,932 (*Commensurate with education and experience*)

ABOUT HERITAGE UNIVERSITY:

Heritage University is an accredited, private institution offering a wide variety of academic programs and degrees. At Heritage University, 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 University is Washington state’s only 4-year private university designated as a Hispanic-Serving Institution. Additionally, with its percentage of enrolled Native American students, it is also designated as a Non-Tribal Native American-Serving Institution. The broad diversity found at Heritage University is an asset to all students as this exposure to a variety of ethnicities and cultures helps them succeed in a diverse workforce.

POSITION SUMMARY:

Heritage University invites applications for a position in the Teacher Preparation program in the College of Education. The position includes teaching both undergrad and graduate level students in pursuit of their teacher certificate. Primary teaching emphasis will be in BLE/ELL oriented teacher preparation courses. The courses assigned may be a combination of in-person at either our Toppenish main campus, our Tri-Cities campus, or online as designated 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. Represent Heritage University in the most positive manner with prospective, former, and current students and stakeholders in 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. Teach both undergraduate and graduate level courses for the Teacher Preparation program.
5. Advise and mentor students in the Teacher Preparation program; topics including degree requirements, strategies for academic success, and career possibilities.
6. Participate in department and university wide activities.
7. Participate in travel to teach at branch campus in Tri-Cities.
8. Collaborate with colleagues in scholarly and professional pursuits.

9. Evaluate and grade students' class work, assignments, papers and assessments.
10. Maintain student attendance records, grades, and other required records. Including, maximizing the use and applications of Heritage University's learning management system.
11. Participate in student recruitment, registration, and placement activities.
12. Communicate effectively with the offices of university admissions, registrar, and advising personnel to ensure successful transition of new students to program. Including support for department student recruitment and retention.
13. Assist department faculty and Teacher Preparation Chair with continual program development and assessment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

A. Knowledge:

- a. Doctoral degree preferred; ABD may be accepted with specific completion date set.
- b. Successful teaching experience (K-12)

B. Skills:

- a. Academic preparation and experience in curriculum and instruction with an emphasis in BLE/ELL.
- b. Successful experience working with school districts, including teachers and administrators.
- c. Demonstrated successful experience with school districts that serve diverse student populations.
- d. Previous experience working successfully with developing teachers for culturally diverse populations.
- e. Successful experience teaching adult learners.
- f. Ability to effectively integrate technology into instruction and assessment.
- g. Excellent written, verbal and interpersonal communication skills. Proven skill as effective communicator with a strong work ethic. Multilingual competency preferred.
- h. Initiative, commitment, adaptability and sensitivity to program and candidate needs.
- i. Personal transportation and a willingness to travel.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

BENEFIT PACKAGE:

- 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 and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE:

Applications should include the following:

- Cover letter
- Vita/Resume
- Transcripts (copies acceptable for initial screening)
- List of References (names, email addresses & phone numbers of 3-5 current professional references)

Screening begins: December 1, 2024. Suggested start date is August 2025.

Qualified candidates may submit 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 orders regarding non-discrimination and affirmative action.