



JOB DESCRIPTION

TITLE: Assistant Professor of Bilingual Education
(Teacher Preparation Faculty – BLE)

DEPT: Teacher Preparation Program

REPORTS TO: Chair, Teacher Preparation Program

FLSA: Exempt (Regular Ranked, 10.5 months)

SALARY: \$69,519 - \$72,519
(*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 may have a primary location in the Tri-Cities.** 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. Applicants must be authorized to work in the United States on a full-time basis.

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. Teaches both undergraduate and graduate level 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 department and university wide activities.
7. Participate in travel to teach at branch campus in Tri-Cities and on Toppenish campus.

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:

- Doctoral degree in bilingual/multilingual education or a related field, ABD may be accepted with specific completion date set.
- Successful K-12 classroom teaching experience (e.g., dual language classroom settings)

B. Skills:

- Academic preparation and experience in curriculum and instruction with an emphasis in BLE/ELL.
- Successful experience working with school districts, including teachers and administrators.
- Demonstrated successful experience with school districts that serve diverse student populations.
- Previous work experience with traditionally underserved groups, especially Latine, Indigenous, and rural populations and/or bilingual skills, preference is Spanish
- Successful experience teaching adult learners.
- Ability to effectively integrate technology into instruction and assessment.
- Excellent written, verbal and interpersonal communication skills. Proven skill as effective communicator with a strong work ethic. Multilingual competency preferred.
- Initiative, commitment, adaptability and sensitivity to program and candidate needs.
- Personal transportation and a willingness to travel.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other functions as necessary or as assigned.

BENEFIT PACKAGE (*benefit eligible is at least .75 FTE*):

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays

- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program- 6 month waiting period
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE: *Priority consideration will be given to complete applications received. Review of complete applications, with items listed below will begin **December 1, 2026, suggested start date is AUGUST 2027***

- Cover letter (please address all position qualifications – required and preferred)
- Vita/Resume
- Teaching Statement
- Diversity Statement
- Unofficial Transcripts
- Three (3-5) References current professional references
- HU Employment Application Link: [HU Application](#)

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.