

**EMMAUS BIBLE COLLEGE
JOB DESCRIPTION**

**FULL-TIME INSTRUCTIONAL FACULTY
to serve in the
SECONDARY EDUCATION PROGRAM
within the
DEPARTMENT OF TEACHER EDUCATION**

Position Title: Secondary Education Faculty & Program Director

Position Start Time: August 2024

Departments: Teacher Education

Status: Full-time

Reports To: Department Chair and Vice President for Academic Affairs

Date Written: June 25, 2015

Revision Date(s): May 10, 2024

POSITION SUMMARY

This full-time faculty member serves our students by teaching a variety of coursework within the department, with a special focus on secondary education methods coursework. Additionally, this position provides leadership for the Secondary Education Program and is highly involved in the development of each student within the program. As with all positions in the department, administrative duties are also required depending on a variety of factors.

INSTRUCTIONAL JOB FUNCTIONS

Faculty members are expected to serve the college and its students in the following ways:

1. Prepare syllabi and teach assigned courses.
2. Determine instructional objectives appropriate to each course taught and assess student academic achievement related to these objectives. Course objectives should relate to the mission and outcomes of the academic program.
3. Assist the VP/Dean for Academic Affairs, Associate Dean, and/or the department chair with the professional development and advancement of the department.
4. Engage in ongoing study in his/her academic discipline(s) and in the scholarship of teaching and learning.
5. Serve as academic advisor for assigned students.
6. Attend department and faculty meetings as scheduled.
7. Serve or provide leadership on faculty and institutional committees as appointed.
8. Assist in the achievement of institutional and departmental goals.
9. Attend chapel regularly, eat lunch with students, and otherwise engage with students as opportunity permits.
10. Implement college policies and procedures in the classroom.
11. Read and comply with policies and procedures in the Employee and Faculty Handbooks.
12. Represent Emmaus to college constituencies.

ADMINISTRATIVE JOB FUNCTIONS

Teacher Education faculty members are expected to fulfill administrative duties akin to the list below. The specifics of these duties will vary depending on various factors, and can change from year to year:

1. Effectively implement programs.
2. Initiate curriculum review and related program matters.
3. Implement results of program review and instructional improvement decisions.
4. Assess student achievement of program learning outcomes and provide timely reporting of results.
5. Obtain relevant clinical and practicum placements for students.
6. Oversee relevant clinical and practicum experiences for students.
7. Obtain appropriate feedback from students regarding program effectiveness.
8. Present curriculum review matters to the VP/Dean of Academic Affairs and/or the Academic Committee.

EDUCATION, TRAINING, AND EXPERIENCE

1. Minimum of master's degree in education or similar field, current or anticipated
2. Minimum of three years teaching experience in accredited 5-12 grade contexts

KNOWLEDGE, SKILLS, ABILITIES, AND DISPOSITIONS

1. Born-again believer in the Lord Jesus Christ
2. Demonstrated Christian character and spiritual maturity
3. Consistent and observable commitment to active ministry in local churches
4. Affirmation of belief in and support for the [Doctrinal Statement of Emmaus Bible College](#)
5. Commitment to the [Mission, Core Values, and Institutional Goals of Emmaus Bible College](#)
6. Demonstrated understanding of, experience with, and commitment to ministering among Plymouth brethren assemblies preferred
7. Currency in the discipline as demonstrated by active professional development and scholarship
8. Strong organizational, administrative, and interpersonal abilities
9. Demonstrated ability to work collaboratively for achievement of departmental and institutional mission and goals
10. Ability to teach effectively with a commitment to the scholarship of teaching and learning
11. Excellent verbal and written communication skills
12. High professional, ethical, and moral standards
13. Willingness to serve
14. Recommendations of quality performance

HOW TO APPLY

We are actively seeking applicants until this position is filled. If you are interested in the position, please apply by emailing the following documents, in PDF format, to Joel Carter at jcarter@emmaus.edu:

1. Resume or CV, including at least one pastoral reference and one professional reference
2. Cover letter
3. Unofficial graduate transcripts

Applicants will receive a response from Joel Carter within one week of applying. Selected applicants will then receive a questionnaire to complete in writing within one week, after which a determination will be made concerning whether to begin the formal interview process.

QUESTIONS?

Please send any questions concerning this position to Joel Carter at jcarter@emmaus.edu.