

**EMMAUS BIBLE COLLEGE  
JOB DESCRIPTION**

**TEACHER EDUCATION PROGRAM  
FACULTY POSITION**

**POSITION IDENTIFICATION**

**Position Title:** Teacher Education Faculty Member & Secondary Education Program Director

**Departments:** Teacher Education

**Status:** Full-time

**Reports To:** Chair, Teacher Education Department and Vice President for Academic Affairs

**Date Written:** September 30, 2017

**Revision Date(s):** February 8, 2019

**POSITION SUMMARY**

Seeking a full-time faculty member to (1) provide vision and leadership for the Secondary Education program of study and (2) to facilitate student professional growth through effective instruction and assessment of requisite professional competencies (knowledge, skills, and dispositions) for classroom-ready teachers of diverse learners in 21<sup>st</sup> century schools. Courses in the Teacher Education program will be assigned by the department chairperson and the Academic VP.

**ESSENTIAL JOB FUNCTIONS**

1. Prepare syllabi and teach a full-load of assigned courses (12-13 credit hours per semester)
2. Determine instructional outcomes appropriate to each assigned course and assess student academic achievement related to these outcomes. Course outcomes should relate to the mission and outcomes of the academic program.
3. Select textbook and teaching or learning material appropriate for individual course content and outcomes under general guidance from the department chair.
4. Assist the VP for Academic Affairs and the department chair with the professional development and advancement of the department.
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 engage in informal exchange of ideas with students as opportunity permits.
10. Implement college and departmental 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.

The list of essential functions as outlined above is intended to be representative of the tasks performed in this position. The department chairperson or Academic VP may assign additional activities, responsibilities or duties as required to achieve additional learning outcomes or fulfill department needs.

## **ESSENTIAL JOB SPECIFICATIONS**

1. Act as a self-starter, requiring minimal supervision to accomplish assigned tasks.
2. Serve as a member of the Teacher Education Department leadership team.
3. Liaise between Secondary Education majors and the Teacher Education Program.
4. Respond professionally both verbally and in writing to students' inquiries and learning needs with a service-oriented attitude.
5. Adapt to different student learning styles to accomplish assigned learning outcomes.
6. Effectively and professionally present information to faculty and staff for committee assignments while working in a team-based atmosphere.

## **EDUCATION, TRAINING, AND EXPERIENCE**

The education, training and experience typically required are as follows:

1. A minimum of a master's degree in education from an accredited college or university is required.
2. A minimum of 3-5 years of teaching experience in grades 6-12 in formal school settings is required.
3. An interest in teaching instructional design and instructional strategies for secondary school students is preferred.
4. Teaching experiences in grades 6-12 Social Studies is preferred.

## **KNOWLEDGE, SKILLS, ABILITIES, AND DISPOSITIONS**

The knowledge, skills and abilities necessary for this position require the following:

1. Born-again believer in the Lord Jesus Christ
2. Demonstrated, contagious Christian character
3. Demonstrated, service to others as a lifestyle
4. Alignment with the Doctrinal Statement of Emmaus Bible College
5. Commitment to the Mission, Core Values, and Institutional Goals of Emmaus Bible College
6. Ability to integrate Biblical truth with teaching philosophy and praxis
7. Ability to teach effectively with a commitment to the scholarship of teaching and learning
8. Commitment to collegial collaboration that supports the mission of the Teacher Education Program, equitable and purposeful student learning, and the collection and use of formative and summative assessment data that enhances teaching praxis and informs program effectiveness
9. Understanding of the needs and trends associated with traditional college age students as well as professional educators
10. Ability to develop connections with professional educators in the community
11. Excellent human relations skills for the glory of God
12. Excellent verbal and written communication skills
13. High professional, ethical, and moral standards
14. Recommendations of quality performance

## **OTHER SPECIFIC POSITION RESPONSIBILITIES**

1. Student Teaching Supervision – Provide coaching and evaluation of student teachers in the Secondary Education program of study or in other teaching endorsement programs at appropriate grade level(s) for which you have teaching experience.

2. Clinical Experiences – Assist the Clinical Practice Director with placement recommendations and performance evaluations of teacher candidates.
3. Academic Advising Chapel – Coordinate with departmental colleagues to facilitate chapels for TEP majors.
4. Department Meetings – Email agenda items to Teacher Education Department chairperson and provide updates on the secondary education program and its candidates to departmental colleagues as needed.
5. Program Promotion – Represent the Secondary Education program at DEW Academic Expo, meet with prospective secondary education majors as requested by enrollment services, assist with design of promotional items for the Secondary Education program, and provide program information/content/pictures for website and print publications.
6. Program Admission – Facilitate review of applications for admission to the Secondary Education program of study and communicate in writing the department’s decision to applicants.
7. Program Continuation – Cultivate and help monitor the teaching competencies and professional dispositional growth of secondary education majors and communicate their program progress/status to them.
8. Curriculum – Review/recommend revisions to all secondary education program planners and related Iowa BOEE curriculum exhibits as needed.
9. College Catalog & Program Handbooks – Provide/revise course descriptions as requested.
10. Professional Involvement & Recency – Engage in professional education and maintain ongoing involvement in PK-12 schools including at least 40 hours of teaching at the appropriate grade level(s) during a period not exceeding five years in duration as required by the Standards for Educator Preparation Programs found in Chapter 79 of the Iowa Administrative Code (281—79).
11. Business Office – Provide detailed mileage logs for institutional and/or personal vehicle use and documented expense reports for field studies supervision and program approved trips.
12. Program Accreditation/Approval – Participate in department meetings for a self-study of the TEP and use the standards in Chapter 79 of the Iowa Administrative Code to help draft a chapter in the Institutional Report (IR) in preparation for the Iowa Department of Education site visit and program approval process by the state board of education.