

# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## ASSISTANT: TEACHER EDUCATION

**Direct Supervisor:** Teacher Education Department Chair  
**Status:** Part-Time (20 hours/week)<sup>1</sup>  
**Department:** Academics  
**Job and work location:** McPherson, KS

### JOB SUMMARY

Under the supervision of the Education Department Chair, the position provides general clerical support to the Education Department and assists with the oversight of all practicum and field experience processes for the department, including coordination with PreK-12 partners to place students in diverse field experiences. This individual will also provide data management and record-keeping related to teacher education candidate portfolios and assessment processes.

### QUALIFICATIONS

- High school diploma required; Bachelor's degree preferred
- Proven history of strong, decisive, and collaborative leadership working with faculty, students, staff, administrators, and external stakeholders
- Experience working with and mentoring and working across diverse groups of faculty, staff, and students
- Testimony validating a saving faith in Jesus Christ and a growing awareness of His Lordship (John 3:3, 1 Peter 1:23)
- Affirm alignment with the vision and mission of the College, its heritage, its Statement of Beliefs, its Values, and Lifestyle Expectations

### DUTIES & RESPONSIBILITIES

The duties listed below are not designed to be comprehensive. Some duties, responsibilities, and standards may be added, subtracted, and modified as appropriate to the needs of the College.

### ADMINISTRATIVE: (85%)

- Manage teacher education candidate portfolios
- Enter departmental data in centralized institutional databases
- Assist with monthly Teacher Education meetings
- Collaborate with PreK-12 partners to place students in diverse field experiences
- Assist the department and College to recruit, enroll, and retain students who are a good fit for our culture, mission, and vision
- Attend appropriate committee meetings, departmental meetings, and other governance related meetings, as required by the position

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<sup>1</sup> Can be coupled with teaching position (Exempt)

- Attend all required college events such as commencement, faculty meetings, in-service workshops, etc.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Complete forms in accordance with college procedures
- Compose, type, and distribute meeting notes, routine correspondence, and reports
- Conduct research, compile data, and prepare papers for consideration in conjunction with the Department Chair
- File and retrieve college documents, records, and reports
- Locate and attach appropriate files to incoming correspondence requiring replies
- Operate office machines such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer
- Type, format, proofread, and edit correspondence and other documents
- Review files, records, and other documents to obtain information to respond to requests
- Perform general office duties such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Assist with grading, grade book management, attendance management, and final grade calculations
- Perform other appropriate and reasonably required duties as assigned by your supervisor

#### **SERVICE & PROFESSIONAL DEVELOPMENT (5%):**

- Embody and model a growing spiritual walk in alignment with the Christian faith and the basic beliefs, tenants, and values of the institution
- Be active in denominational, community, and other field related organizations
- Cultivate personal and student involvement in church, civic, club, and other service organizations and opportunities
- Manifest, by daily example, the highest Christian virtue, serving as a Christian role model (1 Timothy 4:12) in attitude, speech, and actions
- Attend a local body of believers who align with the College's Statement of Beliefs

#### **SKILLS**

- Microsoft Office skills preferred
- Microsoft Outlook skills preferred
- Presence of high-level interpersonal skills for communication, consultation, and collaboration
- The ability to foster a culture of trust, transparency, and collegiality

#### **NOTICE OF NON-DISCRIMINATION**

Central Christian College of Kansas recognizes the benefits of maintaining a diverse faculty and staff who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. The College does not discriminate on the basis of race, color,

national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).

**AFFIRMATION**

As attested by signature below, I affirm that I have read, understand, and agree to fulfill my duties in accordance with the expectations set herein. I also recognize that this job description is not designed to outline a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

**JOB ACCEPTANCE**

Please initial each page and sign below to acknowledge receipt and acceptance of this position.

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Signature

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Date

By my signature I acknowledge that I have read, understood, and accept the offer and the terms and conditions contained herein, and agree to be bound by these same terms and conditions.