

CENTRAL CHRISTIAN COLLEGE OF KANSAS

TEACHER EDUCATION (CHAIR)

Direct Supervisor: Chief Academic Officer
Status: Full time (12 months), Exempt
Department: Academics
Job Location: McPherson, KS

JOB SUMMARY

Under the supervision of the Chief Academic Officer, the Chair of the Education Department provides oversight to the Education Department, which includes undergraduate programming in teacher education (Elementary & Secondary). As Chair, the incumbent is responsible for administering the department's resources; assessing and revising curriculum (in multiple modalities); representing the department; providing instruction; participating on appropriate committees, overseeing departmental lectureships, and participating in other faculty related assignments. Instructors at Central Christian College of Kansas are life-long learners who also serve as content specialists with pedagogical skills appropriate for the collegiate learning environment. Aligned with this role, instructors also are expected to serve as models and mentors, ministering to students in alignment with our Wesleyan heritage, mission, and purpose.

QUALIFICATIONS

- Master's required (Doctorate preferred) in Education or Educational Leadership
- Testimony validating a saving faith in Jesus Christ and a growing awareness of His Lordship (John 3:3, 1 Peter 1:23), illustrated through the daily practice of Christian virtue and willingness to serve as a Christian role model (1 Timothy 4:12) in attitude, speech, and actions.
- 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

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.

TEACHING & ADVISING:

- Equip students with the tools and skills necessary to critically engage topics, incorporating Biblical principles into the content area and providing for theological reflection
- Promote engagement in devotional reflection and prayer
- Deliver, in a student receptive manner, the knowledge, skills, and experiences needed to successfully achieve course learning outcomes

- Create, post, and articulate course learning outcomes or objectives in order to ensure student understanding of expectations (e.g., syllabus, course schedule, outcomes, etc.)
- Create course curriculum, course handouts, lectures, labs, presentations, and other course materials required to deliver course information in an understandable and interesting manner
- Create course rubrics in order to reliably assess student performance related to the learning objectives and to identify areas for improvement
- Assist students by being available through “office hours” and other times to answer questions and assist students to better understand the material in one-on-one or group sessions
- Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines
- Assist advisees to develop educational and career goals, and to seek the information necessary to achieve those goals
- Assist advisees in the completion of graduation requirements in the most cost effective and efficient manner
- Meet regularly with advisees to review educational, graduation, and career progress
- Provide academic mentorship and aid the spiritual formation of students in alignment with the faith heritage of the College

ADMINISTRATIVE:

- Chair the department and the Teacher Education Committee
- Maintain KSDE accreditation, including oversight of annual assessments, record keeping, reporting writing, and other functions as mandated by KSDE and HLC regulatory standards
- Assist the department and College to recruit, enroll, and retain students who are a good fit for our culture, mission, and vision
- Administer appropriate assessment protocol, recoding data and using data to inform departmental and campus enhancements
- Review, evaluate, and revise department policy, textbooks, course materials, delivery methods and curriculum in conjunction with other department members in order to enhance student academic and career success as environments change
- Lead program efforts for student recruitment, marketing, and promotion of departmental offerings (graduate and undergraduate)
- Coordinate opportunities for alumni and friends to remain connected to the department
- Coordinate the development of the departmental course schedule and program budget recommendations
- Attend appropriate committee meetings, departmental meetings, and other governance related meetings, as required by the position
- Attend required college events such as commencement, faculty meetings, in-service workshops, etc.

SERVICE & PROFESSIONAL DEVELOPMENT:

- Enhance expertise through intentional and ongoing professional development

- Sustain active attendance at Chapel, Convocations, and other College related colloquia
- Maintain membership and involvement in relevant professional organizations
- Ensure compliance with regulatory requirements, including licensure and/or accreditation
- 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

SKILLS & ABILITIES

- The ability to foster a culture of trust, transparency, and collegiality
- Presence of high-level interpersonal skills for communication, consultation, and collaboration
- Express salvation through Christ, affirm that the Bible is God's Word and the standard for faith and living, and align with the vision and mission of the College, its Wesleyan heritage, its Statement of Faith, and its Core Values
- Effectively collaborate and partner with the teacher education faculty

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 as articulated in the Policies & Procedures Manual.