



## **JOB DESCRIPTION**

**TITLE:** *Chair, Teacher Preparation Programs*

**COLLEGE:** *Education and Psychology*

**DATE PREPARED:** *April 15, 2010*

**REPORTS TO:** *Dean*    **FLSA:** *Exempt- 11 Months*

### **POSITION SUMMARY:**

The Chair Teacher Preparation Programs administers and coordinates all teacher preparation and certification programs (i.e. residency, alternative certification programs, HU 105 in coordination with the project director, professional certification) at multiple locations. This includes the development, implementation, supervision, and evaluation of all policies and procedures related to the teacher preparation and certification program.

The Chair supports the Conceptual Framework of the College of Education and Psychology, including a commitment to 1) constructivist teaching, learning and leadership, 2) collegiality, 3) service in a multicultural learning environment, and 4) social justice.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represent Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and 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. Lead and supervise continuous program improvement aligned to PESB and NWCCU accreditation standards.
5. Ensure consistent implementation of advising and department policies/procedures across all programs and within the College of Arts and Sciences endorsement faculty.
6. Develop class schedules and approve faculty assignments each semester, in consultation with the department faculty, regional directors, and the dean.
7. Conduct primary adjudication of student complaints and academic grievances as per University policy and procedures.
8. Supervise the appointment of faculty and selection of staff by overseeing development of position descriptions, and recommending membership on search committees to the Dean.
9. Make recommendations to the Dean pertaining to all department requests for expenditures.

10. Supervise the implementation of the E-Portfolio Assessment System (Chalk and Wire).
11. Serve as administrator of the Professional Education Advisory Board for teacher certification.
12. Advise candidates, teach, and perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. An earned doctorate from a regionally accredited institution is desired.
2. Significant relevant leadership, administrative and service experiences, preferably with K-12 school(s) and/or college levels serving diverse populations.
3. A minimum of three years of successful teaching experience in elementary and/or secondary classroom; college teaching experience preferred.
4. Demonstrated skill in using technology as a management and teaching tool.
5. Strong interpersonal, management, and communication skills.
6. Initiative, commitment to accomplishment, and adaptability.
7. Ability to travel to regional locations.

**Interested and qualified applicants may submit a  
Letter of Interest, Resume, and Three References to:  
Heritage University  
Human Resources Office  
3240 Fort Road  
Toppenish, WA 98948**

**Position Open Until Filled**