



JOB DESCRIPTION

TITLE: Teacher Preparation Faculty – Special Education Specialization

COLLEGE/SCHOOL/DEPT: College of Education

DATE PREPARED: April, 2018

REPORTS TO: Chair for Teacher Preparation

FLSA: Exempt

POSITION SUMMARY:

Heritage University invites applications for a position in the Teacher Preparation program in the College of Education. The College of Education seeks a candidate for an innovative position that integrates teaching, advising, and program coordination for our undergraduate and graduate students seeking certification in special education. The courses are on the main campus and regional sites along with some on-line support. Some travel may be required to regional locations to meet student and program needs. Our priority is teaching excellence: We seek someone with a strong commitment to teaching in a liberal arts setting and who is prepared to teach both introductory courses and advanced courses in their area of expertise. A commitment to working effectively with students from diverse backgrounds is essential.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents 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. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Participate in College of Education assessment and accreditation activities.
5. Teaches both undergraduate and graduate courses for the Teacher Preparation program.
6. Advises and mentors students in the Teacher Preparation program; topics including degree requirements, strategies for academic success, and career possibilities.
7. Supervise teacher education candidates in field experiences and student teaching
8. Participate in division and university wide activities.
9. Collaborate with colleagues in scholarly and professional pursuits.
10. Conduct research in special education and/or teacher preparation
11. Evaluate and grade students' class work, assignments, papers and assessments.
12. Maintain student attendance records, grades, and other required records.
13. Participate in student recruitment, registration, and placement activities.
14. Communicate effectively with the offices of university admissions, registrar, and advising center personnel to ensure successful transition of new students to program.
15. Assist department faculty and department chair with continual program development and assessment.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned by the Dean of College of Education and the Chair of Teacher Preparation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Completed Doctoral degree preferred; Master's degree required in the field of special education.
2. Successful teaching experience (K-12). Expertise and experience in addressing needs of students with exceptionalities.
3. Academic preparation in Special Education specializing in ABA, low incidence disabilities or early-childhood special education.
4. Successful experience in PreK-12 special education (low-incidence disabilities) teaching.
5. Experience in working with national (e.g., Council for Exceptional Children, Common core, Next Generation) and state teaching standards.
6. Evidence of successful experience working with school districts including teachers and administrators.
7. Successful experience in teaching adult learners.
8. Ability to effectively integrate technology into instruction and assessment.
9. Preferred qualifications: expertise in low incidence disabilities, Background suitable for directing clinical experiences in special education settings, BCBA or BCBA-D certification, Experience working in Early Childhood Special Education
10. Excellent written, verbal and interpersonal communication skills. Proven skills as an effective communicator with a strong work ethic.
11. Previous experience working successfully with culturally diverse populations.
12. Initiative, commitment, adaptability and sensitivity to program and candidate needs.
13. Personal transportation and willingness to travel.

APPLICATION INFORMATION AND DEADLINE: Applications should include a cover letter, vitae/resume, transcripts (copies acceptable for initial screening), and names, addresses, e-mail addresses and phone numbers of 3-5 current professional references.

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948