



T E X A S
Wesleyan
UNIVERSITY

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School of Education – Assistant/Associate Professor of Education (Administrative Leadership Emphasis)

Texas Wesleyan University, founded in 1890 in Fort Worth, is a United Methodist institution with a tradition of integrating the liberal arts and sciences with professional and career preparation at the undergraduate level and in selected graduate areas. The University's School of Education is currently seeking applicants for an **Assistant/Associate Professor of Education** with emphasis in Administrative Leadership (background in Secondary Education preferred) in anticipation of Fall 2010.

Responsibilities will include designing and delivering instruction at the undergraduate and graduate levels; supervising and evaluating student interns or student teachers; advising students; conducting research in administrative leadership; and participating in curriculum/program development and departmental, school and University-wide tasks and activities.

Earned doctorate in Curriculum and Instruction with a focus on Administrative Leadership required. A background in Secondary Education is preferred; ABD considered. A minimum of five (5) years of public school teaching, five years of administrative experience and 2-5 years of collegiate-level teaching preferred. Proven record of scholarly activity or strong potential for scholarship required. Demonstrated potential for strong teaching and quality research is required.

Applications will be accepted until **February 15, 2010**. To apply, send a current curriculum vita; a cover letter indicating position desired; transcripts; three references with names, addresses, and telephone numbers; and, statement of personal teaching philosophy to the Administrative Leadership Education Search Committee: Office of Human Resources, Texas Wesleyan University, 1201 Wesleyan, Fort Worth, Texas 76105, or HR@txwes.edu. Visit HR.txwes.edu for full job description.

EOE

Texas Wesleyan University
Job Description

Name: OPEN
Job Title: Assistant/Associate Professor of Education with a focus on Administrative Leadership; background in Secondary Education preferred
Department: School of Education
Reports To: Dean (Carlos Martinez)
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: September 2009

SUMMARY

Designs and delivers instruction in undergraduate and graduate education courses offered by the School. These courses primarily focus on graduate level administrative leadership. Other coursework may include instruction and assessment and classroom management for undergraduate students. Other duties include supervising and evaluating administrative interns and undergraduate student teachers. Additional duties include advising students. Participation in all department events, various school events, and University-wide tasks and activities is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares lessons and delivers instruction for day, evening, and online courses for graduate and possibly undergraduate courses, as needed.

Adheres to the established class schedule and office hours. Submits contracts, book requests, syllabi, grades, evaluations, and other required paperwork and reports in a timely manner.

Conducts research, writes and submits articles for publication in academic journals. Remains knowledgeable of current research activities in respective discipline by reading journal articles, attending conferences, and maintaining relationships with other fellow researchers.

Teach undergraduate general education, secondary education curriculum and graduate administrative leadership courses.

Teach undergraduate instruction, assessment and classroom management.

Develop and participate in grant projects that support innovation in urban teaching and teacher education.

Collaborate with faculty to design and implement relevant graduate-level administration and undergraduate secondary programs.

Participate in curriculum and program development.

Advise students at the graduate and undergraduate levels.

Supervise and evaluate student teachers in urban, linguistically and culturally diverse school settings.

Participate in scholarly and academic activities.

Other duties as assigned by the Dean.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Earned doctorate in Curriculum and Instruction with a focus on Administrative Leadership and a background in Secondary Education preferred; ABD considered.

A minimum of five years of public secondary teaching experience, five years of administrative experience, and 2-5 years of collegiate-level teaching preferred.

Demonstrated potential for strong teaching and quality research is required.

KNOWLEDGE, SKILLS & ABILITIES

Thorough understanding of Administrative Leadership and Secondary Education.

Ability to relate to diversity of students and their families as it assists in the building successful home-school relationships.

Familiarity with academic policies and procedures of higher education institutions.

Ability to comply with rules, standards, regulations and laws related to student records.

Ability to adhere to University and departmental policies and procedures.

Ability to be discrete in handling confidential matters while complying with FERPA regulations.

Ability to comply with rules, standards, regulations and laws related to student records.

Evidence of excellence in and commitment to teaching college composition as well as scholarship in the field of English studies.

Ability to work effectively with a wide range of constituencies in a diverse community.

Ability to demonstrate and provide excellent service to both the University and the community.

Ability to work collaboratively with colleagues in the field and at the university.

LANGUAGE SKILLS

Read, analyze, and interpret general business periodicals, professional journals, and/or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, students, and University employees.

GRADUATE-LEVEL ADMINISTRATIVE LEADERSHIP SKILLS

Instruct graduate students in administrative policy, organization, law, and finance; prepare graduate students to collect, analyze, and evaluate data in order to create targeted curricula, utilizing data collections systems as necessary; encourage professional development and the building of professional and community relationships; assist in the delivery of models of effective teaching, assessment and special services for at risk students; provide field supervision of principal interns.

UNDERGRADUATE SECONDARY EDUCATION

Instruct undergraduate students in classroom management styles, strategies and practices, group and individual guidance, direct and indirect instruction, student assessment, and cooperation.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable disabled individuals to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for long periods of time; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee must regularly lift and/or move up to 20 pounds, and must be able to move about campus freely. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties involve exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions, extreme cold, and extreme heat. The employee is occasionally exposed to risk of electrical shock, explosives, and vibration. The noise level in the work environment is usually loud. Evening and weekend hours as required by class schedule and office hours. Off-campus classes may be required.