



JOB DESCRIPTION



INFORMATION			
Job Title:	<i>Professor of Special Education & Elementary Education – Open Rank</i>	EEOC Job Classification	Professionals
		FLSA Classification	Exempt
Department:	School of Education	W/C Classification	8868 – Administration/Faculty
Reports To:	Department Chair	Compensation	\$75,000 - \$85,000

SUMMARY

Advance the mission and vision of TMUS through full-time teaching of special education and elementary education courses in the School of Education. Actively connect theory and practice, and bring a current understanding of pedagogical best practices to teaching, scholarship, and service. Collaborate regularly and systematically with colleagues in P-12 settings, college/university settings, and members of the broader educational community to improve educator preparation.

- ESSENTIAL FUNCTIONS**
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Develop and design course material for assigned teaching in the programs of the School of Education (undergraduate, credential, and graduate) – including face-to-face and online modalities.
 - Teach 24 units during the academic year, at least 12 units each semester. Teaching less than 12 units in any given semester requires written approval from the Dean which shall be forwarded to the Provost and HR.
 - Complete the normal departmental and institutional administrative duties such as attending faculty meetings, ordering textbooks, and coordinating the schedule of classes.
 - Assume supplementary responsibilities that will include participation in at least two academic committee assignments.
 - Though opportunities may not be available, Faculty Member should be open to teach Online courses if requested. Compensation for teaching Online courses will be paid according to the Online stipend chart and is not included or agreed to in this appointment.
 - Enter and upload all required information for LMS (Canvas).
 - Assess, enter, and upload (where necessary) all course-related assessment elements (AEFIS).
 - Maintain set published office hours.
 - Provide academic advisement and support to the personal development of the students.
 - Collaborate regularly and systematically with colleagues in P-12 settings, college/university settings, and members of the broader educational community to improve educator preparation.
 - Stay current in their subject matter through professional development, such as involvement in professional organizations and attending professional meetings, conferences, or workshops.
 - Perform other duties as assigned by the Dean and consistent with general faculty expectations.

- QUALIFICATIONS FOR EDUCATION AND EXPERIENCE**
- A doctoral degree in an education-related area, with preference for special education. Individuals with a master’s degree with strong preparation and promise will also be considered.
 - Hold or have held a state teaching credential/license in special education and elementary education.
 - Five or more years teaching experience in special education and elementary grades.

OTHER QUALIFICATIONS

- Devotion to Christ and scripture, with demonstrated, strong commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Evidence of a mature Christian lifestyle by active involvement in a conservative evangelical local church.
- Ability to exercise confidentiality, good judgment and discernment.
- Commitment to respect and submit to departmental and Institutional leadership.
- Excellent interpersonal skills, including the ability to establish and maintain effective working relationships with staff, faculty, and students of diverse academic, socioeconomic, cultural, and ethnic backgrounds.
- Ability to develop and oversee education courses assigned within the School of Education.
- Ability to teach students effectively, evaluate their performance, and create a supportive learning environment.
- Excellent oral and written communication skills.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- There are no travel requirements for this job.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain 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.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.