



English Language Arts Education Mentor

Department: English (College of Education)

Position Summary: The Department of English and the College of Education at North Greenville University invite applications for the position of English Language Arts Education Mentor for a part-time position. At least three individuals are being sought. Successful applicants will hold grade 9-12 English Language Arts certification in South Carolina, a master's degree in English or education, and be available during regular school hours to supervise students during their field experiences prior to student teaching and during student teaching. Inquiries may be pursued through email at becky.thompson@ngu.edu. North Greenville University is a school of the South Carolina Baptist Convention, and all employees are required to have a personal relationship with Jesus Christ and lead an exemplary moral life. Review of applications will begin immediately and will continue until the positions are filled.

Responsibilities

- Observe English Language Arts majors in their field experiences in local junior and senior high schools
- Hold meetings with ELA majors before and/or after field experience observations
- Serve as an advisor to ELA majors
- Complete necessary training for the South Carolina Teacher Evaluation System: ADEPT 4.0
- Periodically participate in education meetings with the College of Education faculty and the Coordinator of Secondary Education ELA
- Ensure the security of assessment tools and confidential documentation
- Effectively utilize and monitor the learning management systems
- Appropriately maintain student records, grades, and attendance to ensure accuracy
- Meet all university deadlines for grade submission

Qualifications

- Completed a master's degree in English or education
- Hold Grade 9-12 English Language Arts certification in South Carolina
- Verifiable prior teaching experience preferred
- Understand and comply with FERPA regulations
- Must support NGU's mission statement and core values, commitment to a Christian lifestyle, and character in keeping with a biblical model



Physical Requirements

- Visual Abilities: Read reports, complete observations/accompanying forms, and use a computer.
- Hearing: Hear well enough to communicate with co-workers and students.
- Dexterity, grasping, feeling, writing, typing, and using the telephone, copier, and computer.
- Mobility: Open files and operate office machines; move between departments and attend meetings across campus.
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Lifting, Pulling, Pushing: Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Working Relationships

This opportunity is a part-time, semester-length position in the College of Education and the English Department. Secondary Education ELA mentors first report to the Coordinator of Secondary Education ELA, who reports to both the English Department Chair and the Secondary Education Coordinator in the Education Department, who then report to the Dean of the College of Education and to the Associate Dean of the College of Humanities and Sciences.

Working Schedule

The work schedule will depend on the following each semester: the number of ELA majors assigned to the mentor; the courses those ELA majors are enrolled in (and the required field experience hours and lessons in those specific courses); the location of the schools the ELA majors are assigned to; and the number of required meetings the mentor will have with each assigned major.



Travel

A mentor will be expected to travel during regular school hours to observe and evaluate the assigned ELA majors. Education majors are placed in various public schools around Greenville and Spartanburg counties.

This job description in no way states or implies that these are the only duties to be performed by the employee. S/he will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.

All applicants are required to submit the NGU application (see *Apply Now* button below) and the following documents, which must be uploaded to the NGU application:

- Letter of interest
- Curriculum vitae

North Greenville University is a member of the South Carolina Baptist Convention, and requires all faculty and staff to have a personal relationship with Jesus Christ as Lord and Savior.