



POSITION: EARLY CHILDHOOD EDUCATION FACULTY/ASSESSMENT COORINATOR

DEPARTMENT: EARLY CHILDHOOD EDUCATION

Position Summary: The Department of Early Childhood Education at North Greenville University is receiving applications for a full-time faculty position beginning in August 2022. Candidates applying for this position must hold a terminal degree (PhD or EdD). *Preference will be given to candidates holding a terminal degree in Early Childhood Education.* The successful applicant must be willing to teach a variety of Education specialties, including both entry and upper level education courses. Preference will be given to those with experience teaching in the higher education classroom. Faculty are expected to integrate their personal faith and Christian worldview into course material, to maintain weekly office hours, to serve as an academic advisor to assigned students, to mentor teacher candidates in the field, and to participate in all faculty duties. NGU professors are expected to be orthodox Christians who have a strong personal faith, are role models in their piety and ethics, are regularly reflecting upon how their faith influences their discipline, and are willing and able to mentor students in their own relationship with Jesus Christ.

As Assessment Coordinator, responsibilities focus on managing our comprehensive program of assessment for the purpose of institutional improvements in accordance with accreditation requirements in support of institutional effectiveness. The Assessment Coordinator must work with those who write the SLO reports, faculty, staff, and administrators to promote effective strategies for the academic assessment of student learning outcomes for the College of Education programs. The Assessment Coordinator will provide ongoing support for assessment activities, facilitates the analysis of assessment results, and reports such results to both internal and external stakeholders. The Assessment Coordinator will manage the collection, evaluation, and dissemination all aspects of assessment relevant to the College of Education (COE).

RESPONSIBILITIES AS FACULTY

- Teach entry and upper-level education courses
- Hold weekly office hours to support students academically and spiritually
- Mentor and/or supervise field experiences and student teaching placements
- Serve as an academic advisor to assigned students
- Participate in department, college, and university-level meetings
- Participate in department-level course, curriculum, and program development
- 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 syllabi and grade submission
- Serve on academic committees as assigned



RESPONSIBILITIES AS ASSESSMENT COORDINATOR

- Work with NGU College of Education dean, associate dean, department chairs, directors, program coordinator, and faculty to maintain our assessment system.
- Support compliance of South Carolina State standards, SPA standards, CAEP Standards, and any other relevant standards that are required for programs and licensure.
- Verify the validity and reliability of our key assessments with supporting evidence as defined by CAEP/State.
- Facilitate the collection, analysis, and identification of trends in the data for data retreats, Teacher Advisory Committee meetings, Teacher Education Committee meetings, and as needed.
- For teaching duties, report directly to the Department Chair. For Assessment, report to the Associate Dean of the College of Education. Work collaboratively with Program Coordinators, Department Chairs, and the CAEP coordinator
- Complete the following reports: Title II, state reports (undergraduate and graduate), IE reports, and assist with SPA reports.
- Collaborate closely with the CAEP Coordinator on CAEP report
- Collect all essential assessment data, as needed, for Department Chairs, Associate Dean, Dean, etc. when requisitioned, i.e., Praxis data
- Work with the Office of Marketing and Communications to update program information relative to the COE Scorecard on the NGU website (add link to each program page). Verify that the information on the Scorecard meets requirements for the state and CAEP.
- Keep COE faculty trained in currently utilized software systems for student assessment
- Participate on committees as necessary.
- Complete other related work as assigned.
- Participate in departmental and college-wide meetings as necessary.
- Allocate time for both the Tigerville and Greer campuses, and be available as needed to meet with the Dean, Department Chairs, and CAEP coordinator

QUALIFICATIONS

- An earned terminal degree (PhD or EdD) in Education from an accredited institution; *preference will be given to applicants with a terminal degree in Early Childhood Education*
- A minimum of 3 years of prior public school teaching experience
- Familiarity with the NAEYC standards and accreditation process.
- Understanding student learning outcomes
- Up to date on assessment practices and methods
- Experience in rubric development
- Use of statistical methods



- Possession of the following characteristics: strong work ethic, excellent written and oral communication skills, ability to collaborate, sense of humor, and receptive to constructive feedback
- Support of 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, create presentations and use a computer system.
- Hearing: Hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, grasping, feeling, writing, typing, and using the telephone, copier, and computer systems.
- 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, and 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

Normal academic operations are Monday through Thursday, 8:00 a.m. – 4:30 p.m., and Friday, 8:00 a.m. – 1:15 p.m. Occasional work on weekends and evenings for special university events required.

TRAVEL

There are outside travel responsibilities with this position as a mentor/supervisor of teacher candidates in the field. Mileage is provided. All faculty are expected to be able to travel to campus for all class sessions and occasional departmental, college, and faculty meetings.

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.

Application Submission

Please submit your resume in the North Greenville University application below.



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