



POSITION: ASSISTANT PROFESSOR OF EDUCATION

DEPARTMENT: EDUCATION

POSITION SUMMARY: The College of Education at North Greenville University is receiving applications for a full-time faculty position beginning August 2023. Candidates applying for this position must hold a PhD or EdD in Education. The successful applicant must have a current teaching license and at least three years teaching experience in a public school in the United States. Preference will be given to those who can teach a variety of courses preparing K-6 teacher candidates. Specific consideration will be given to those who have experience teaching K-6 mathematics. Additionally, those with undergraduate classroom teaching experience and an interest in research and scholarly work are preferred. We particularly invite candidates who will enhance the racial, ethnic, gender, or cultural diversity of our university. Review of applications will begin on January 25, 2023 and continue until the position is filled.

Faculty are expected to integrate their personal faith and Christian worldview into course material.

North Greenville University is a teaching university affiliated with the South Carolina Baptist Convention. Members of the NGU faculty are orthodox Christians who have a strong personal faith in Jesus Christ, are role models in their piety and ethics, maintain active membership in an evangelical congregation, and mentor students academically and spiritually. They are Christian scholars who reflect upon their discipline from the perspective of a biblical worldview and are expected to teach in accordance with, and not contrary to the university's Statement on Human Flourishing. Faculty are expected to integrate their personal faith and Christian worldview into course materials. All employees of NGU are required to abstain from illegal drugs and beverage alcohol.

RESPONSIBILITIES

- Teach K-6 level courses as assigned.
- Hold weekly office hours to support students academically and spiritually.
- Serve as an academic advisor to assigned students.
- Serve as a mentor to teacher candidates in clinical experiences.
- Participate in department, school, college, and university-level meetings.
- Participate in department-level course, curriculum, and program development and assessment.
- 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.
- Other duties will be assigned as service to the College of Education, for example, Teacher Cadet coordinator, coordinator for student leadership organization, etc.

QUALIFICATIONS

- A PhD or EdD in Education from an accredited institution; preference will be given to those with specialization in fields as prioritized above.
- Three years of verifiable teaching experience in K-12 public schools.
- Preference will be given to those who have experience in teaching K-6 mathematics
- Higher education undergraduate teaching experience.
- A record of scholarly research and publications 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, create presentations, 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.

TRAVEL



There are no outside travel responsibilities with this position; however, all faculty are expected to be able to travel to campus for all class sessions and occasional departmental and faculty meetings.

WORKING RELATIONSHIPS

This position is a full-time, nine-month position in the College of Education. Education faculty first report to the assigned Department Chair, who reports to the Associate Dean of the College of Education, who reports to the Dean of the College of Education.

WORK SCHEDULE

Office hours generally should be held during normal academic operations which are Monday through Thursday, 8:00 am – 4:30 pm, and Friday, 8:00 am – 1:15 pm.

Occasional work on weekends and evenings for special university events required.

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.

This position is subject to the university's background check policy. As part of the application, candidates should submit a cover letter, CV, transcripts, reference letters from two professional references and one church leader. Candidates submitting materials by January 25, 2023, will receive full consideration.