



WHITWORTH

AN EDUCATION OF MIND AND HEART

DEPARTMENT CHAIR, EVENING TEACHER CERTIFICATION PROGRAM, TRACK II
SCHOOL OF EDUCATION
REGULAR FACULTY OR ADMINISTRATIVE FACULTY APPOINTMENT
PREFERRED START DATE: JANUARY 1, 2012

Application review will begin November 1, 2011. Position remains open and applications reviewed until filled. Campus interviews anticipated for November 2011.

Founded in 1890, Whitworth has been consistently ranked among the top regional colleges and universities in the West. In its strong liberal arts undergraduate education and graduate programs, Whitworth combines the Christian heritage of the university, its commitment to academic rigor and its long-standing orientation toward human service. A community of Christian scholars carries out the university's mission "to provide its diverse student body an education of the mind and heart."

The School of Education at Whitworth University offers undergraduate and graduate programs for the initial preparation of teachers and masters' degree programs for the preparation of administrators, counselors and advanced preparation for teachers. The School is housed Dixon Hall and has 19 fulltime faculty and 11 support staff. All professional education programs are approved by the Washington Professional Educator Standards Board and accredited by the National Council for the Accreditation of Teacher Education (NCATE).

FUNCTION:

Reports to the Dean of the School of Education and serves as the academic and administrative leader for the Evening Teacher Certification program; teaches courses in the ETC program.

RESPONSIBILITIES AND RELATED DUTIES

Serve as chief academic program administrator for the Evening Teacher Certification program; work with Dean of the School of Education to oversee program curriculum, budget, policies and procedures; collaborate with the Dean of Continuing Studies and the Director of Administrative Services for Graduate and Continuing Studies on issues related to degree completion, marketing and recruitment; recruit, hire, train, coach and evaluate faculty, staff and student teaching supervisors; oversee program curriculum development; ensure that the program is high quality, research based, and designed for the needs of adult learners; ensure that program is in compliance with state approval and national accreditation standards and aligns with the mission and goals of Whitworth University; represent program at local and state levels; establish and oversee partnerships with P-12 schools; teach specific courses in the program; engage in scholarly and professional work related to teacher education; serve on the SOE Leadership Group; serve on university governance committees as appropriate.

QUALIFICATIONS, SKILLS AND ABILITIES:

Ph.D. or Ed.D. completed or in progress required. Three full years of successful K-12 teaching experience; successful supervisory or administrative experience; university level teaching and administrative experience preferred; rank and faculty status dependent upon qualifications; knowledge of current research, practice and models in teacher preparation; understanding of state approval and national accreditation processes for teacher preparation programs; familiarity with integration of technology in education; a personal commitment to the Christian faith and to the integration of faith and learning; the ability and desire to establish a positive relationship with persons regardless of race, gender, physical limitation or religious belief; a commitment to equal opportunity; and a commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian Church (USA).

APPLICATION PROCESS:

Please submit the following six application documents

- 1) A letter of interest that relates your education and experience to the requirements of the position
- 2) Your résumé/curriculum vita
- 3) The names, addresses, telephone numbers and email addresses of three academic/professional references
- 4) Your graduate and undergraduate transcripts (*May be unofficial at this time. Official transcripts will be required when an offer to interview is extended.*)
- 5) Three recent student course evaluations (*if available*)
- 6) A faculty faith essay (information is available at www.whitworth.edu/facultyfaithessay)

Application documents should be submitted via email attachment to jobs@whitworth.edu. If this is not convenient, documents may be mailed directly to the address shown below:

**Human Resource Services, Auld House
Attn: Chair, ETC Position
Whitworth University
300 West Hawthorne Road
Spokane, WA 99251**

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.