



1201 Wesleyan Street
Fort Worth, Texas 76105
Phone: 817.531.4403
E-mail: HR@txwes.edu
Web: <http://HR.txwes.edu>

School of Education – Assistant/Associate Professor of Education

(Early Childhood Emphasis)

Texas Wesleyan University, founded in 1890 in Fort Worth, is a United Methodist institution with a tradition of integrating the liberal arts and sciences with professional and career preparation at the undergraduate level and in selected graduate areas. The University's School of Education is currently seeking applicants for an **Assistant/Associate Professor of Education** with emphasis in Early Childhood Education (technology background preferred) in anticipation for fall 2010.

Responsibilities will include designing and delivering instruction at the undergraduate and graduate levels; supervising and evaluating student interns or student teachers; advising students; conducting research in Early Childhood Education; and, participating in curriculum/program development and departmental, school and University-wide tasks and activities.

Earned doctorate in Elementary Education, Teacher Education or Curriculum and Instruction with emphasis in Early Childhood is required; ABD considered. A minimum of five (5) years of public school teaching and 2-5 years of collegiate-level teaching preferred. Proven record of scholarly activity or strong potential for scholarship required. Demonstrated potential for strong teaching and quality research is required.

Applications will be accepted until **February 15, 2010**. To apply, send a current curriculum vita; a cover letter indicating position desired; graduate-level transcripts; three references with names, addresses, and telephone numbers; and, statement of personal teaching philosophy to the Early Childhood Education Search Committee: Office of Human Resources, Texas Wesleyan University, 1201 Wesleyan, Fort Worth, Texas 76105, or HR@txwes.edu. Visit HR.txwes.edu for full job description.

EOE

Texas Wesleyan University
Job Description

Name: OPEN
Job Title: Assistant/Associate Professor of Education with Emphasis in Early Childhood and with a preference for educational technology background
Department: School of Education
Reports To: Dean (Carlos Martinez)
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: September 2009

SUMMARY

Designs and delivers instruction in undergraduate and graduate education courses offered by the Department of Education. These courses focus on curriculum, instruction and assessment for all education levels. A focus on early childhood courses at the undergraduate and graduate level is also required, while a background in educational technology is preferred. Participates in all department, school, and University-wide tasks and activities. Other duties include supervising and evaluating student teachers and advising students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares lessons and delivers instruction for day, evening, and online class courses for undergraduate and possibly graduate students.

Adheres to the established class schedule and office hours. Submits contracts, book requests, syllabi, grades, evaluations, and other required paperwork and reports in a timely manner.

Conducts research, writes and submits articles for publication in academic journals. Remains knowledgeable of current research activities in the respective discipline by reading journal articles, attending conferences, and maintaining relationships with other fellow researchers.

Teaches undergraduate general education, early childhood curriculum, graduate education and graduate early childhood courses.

May teach undergraduate-level technology courses.

Develops and participates in grant projects that support innovation in urban teaching and teacher education.

Collaborates with faculty to design and implement relevant early childhood programs.

Participates in curriculum and program development.

Advises students at the undergraduate level.

Supervises and evaluates student teachers in urban, linguistically and culturally diverse school settings.

Participates in scholarly and academic activities.

Other duties as assigned by the Dean.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Earned doctorate in Curriculum and Instruction or Teacher Education with emphasis in Early Childhood is required; ABD considered. A background in educational technology preferred.

A minimum of five (5) years of public school teaching (Early Childhood preferred) and 2-5 years of collegiate-level teaching preferred.

Demonstrated potential for strong teaching and quality research is required.

KNOWLEDGE, SKILLS & ABILITIES

Thorough understanding of current pedagogy and its application in the classroom especially as it relates to early childhood education and possibly technology.

Familiarity with academic policies and procedures of higher education institutions.

Ability to comply with rules, standards, regulations and laws related to student records.

Ability to adhere to University and departmental policies and procedures.

Ability to be discrete in handling confidential matters while complying with FERPA regulations.

Ability to comply with rules, standards, regulations and laws related to student records.

Evidence of excellence in and commitment to teaching college composition as well as scholarship in the field of English studies expected.

Ability to work effectively with a wide range of constituencies in a diverse community.

Ability to demonstrate and provide excellent service to both the University and the community.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, and/or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, students, and University employees.

EARLY CHILDHOOD EDUCATION SKILLS

Ability to effectively instruct students in preschool growth and development, early childhood literacy methods and concepts, the promotion of early childhood skills, the creation of a learning environment, the assessment and reporting of childhood skills and the planning of learning activities.

(PREFERRED) ADDITIONAL TECHNOLOGY SKILLS

Ability to instruct via Smartboard technologies

Performance of basic software applications

Use of a variety of input devices (voice recorder, camera, etc)

Use of productivity tools such as slideshows, posters and multimedia presentations

Design and create multimedia (audio, video, text) presentations

Development and implementation, with technological tools, of tasks that emphasize cooperation within a structured group or team.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable disabled individuals to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for long periods of time; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee must regularly lift and/or move up to 20 pounds and must be able to move about campus freely. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties involve exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions, extreme cold, and extreme heat. The employee is occasionally exposed to risk of electrical shock, explosives, and vibration. The noise level in the work environment is usually loud. Evening and weekend hours as required by class schedule and office hours. Off-campus courses may be required.