



## Instructions

Requestors should complete Sections I & III and submit this form with the "Request to Fill Vacancy" form.


## Section I. – Job Details

<b>Job Title:</b>	<i>Assistant/Associate Professor of Education</i>	<b>Hourly/Salary:</b>	<i>Salary</i>
<b>Department Area:</b>	<i>School of Education</i>	<b>Classification:</b>	<i>Exempt</i>
<b>Location:</b>	<i>Main Campus</i>	<b>Travel Required:</b>	
<b>Reports to:</b>	<i>Dean – School of Education</i>	<b>Position Type:</b>	<i>Full-Time</i>
<b>Position Fill Date:</b>	<i>08/01/2021</i>		

External Posting URL – [www.campbellsville.edu](http://www.campbellsville.edu)

Internal Posting – Human Resources Job Board

## Section II. – Application Submission Information

<p style="text-align: center;"><b>FAX</b></p> <p><b>(270) 789-5180</b></p> <p><b>Subject Line:</b> Asst./Assoc. Professor of Education</p> <p><b>Attention:</b> Jason Lawson</p>		<p style="text-align: center;"><b>EMAIL</b></p> <p><a href="mailto:jobs@campbellsville.edu">jobs@campbellsville.edu</a></p> <p><b>Subject Line:</b> Asst./Assoc. Professor of Education</p>
<p style="text-align: center;"><b>ONLINE</b></p> <p>Click Link Below</p> <p><a href="#"><u>APPLY HERE!</u></a></p>	<p style="text-align: center;"><b>Scan QR Code</b></p> 	<p style="text-align: center;"><b>MAIL</b></p> <p><i>Director of Human Resources Campbellsville University 1 University Drive, UPO 944 Campbellsville, KY 42718</i></p>

## Section III. – Job Description

### Job Responsibilities:

1. Teaching responsibilities in graduate initial teacher certification programs, including courses related to initial teacher certification.
2. Teaching online courses.
3. Supervising student teachers and Option 6 candidates and assisting chair of student teaching.
4. Participating in collaborative projects as requested and/or assigned.
5. Attending meetings, retreats, workshops as requested and/or assigned.
6. Assisting in recruitment and retention efforts.
7. Chair the Initial Teacher Certification Secondary Grades Advisory Council

***Skills/Qualifications:***

1. Ed.D. or Ph.D. in Educational Leadership, Curriculum and Instruction, and/or Administration.
2. Teacher certification and classroom teacher work experience in P-12 schools.
3. Commitment to teaching excellence and service in a Christian environment.

**Essential Duties:**

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

*Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.*

*The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.*

*Employees must be able to perform the essential functions of the position with or without reasonable accommodations.*

**Section IV. – For HR Use Only**

<b>Approved by:</b>	Jason Lawson	<b>Date:</b>	
<b>Last Updated by:</b>	E.J. Pavy	<b>Date:</b>	
<b>Internal Post Date:</b>		<b>External Post Date:</b>	