

Elementary Education FACULTY POSITION

CURRENT OPENING

Ottawa University, Ottawa Kansas CAMPUS

Ottawa University Kansas Campus (OUKS) invites candidates for a full-time, 10-month **Elementary** **Education Faculty Position**. The successful candidate will develop and teach a broad range of courses, student teaching, and practicum at the undergraduate and graduate level in the Education programs. Additional responsibilities may include teaching in education courses in the liberal arts courses. Oversees licensure and certification procedures. Responsible for providing engaging and effective instruction as well as academic mentoring for undergraduates; developing, assessing, and assuring excellent pedagogy and curriculum design, both within the discipline and in contributions to the Liberal Arts core program; promoting student achievement and academic integrity on behalf of the University; collaboration with support services provided through units such as the Adawe Academic Advising Center; Academic program development for currency, growth, recruitment, and retention.

**Essential Duties and Responsibilities**

**Teaching and Advising**

* Maintain a high standard in classroom teaching through engaging and effective pedagogy, exhibiting awareness and understanding of best practices in undergraduate education through application in the classroom, and remaining current with issues, curriculum, and classroom approaches in both the liberal arts and the candidate’s academic discipline.
* Teach a combination of courses in the discipline (both for students majoring in the discipline and for students meeting Breadth Area (general education) requirements), interdisciplinary and/or team-taught courses, and courses approved as part of the Liberal Arts core program. This combination of courses is to be determined in collaboration among the Dean of the School of Arts and Sciences, Department Chairs, and individual faculty, according to unit and university requirements.
* Providing academic advising to students majoring or minoring in the discipline. Outside formal academic advising relationships, faculty also provide mentoring, support, guidance, and other assistance as requested by students and/or the student’s advisor.

**Service**

* Participate with faculty in governance issues related to curriculum and course development and revisions, including review of adjunct syllabi as assigned. Collaborate in University and program assessment of the academic needs of students, in analyzing trends, and developing and recommending changes as needed. Collaborate as needed in scheduling courses and addressing academic concerns (such as, but not limited to, serving on an academic grievance committee and state/national committees)
* Contribute to the residential needs and student life at OUKS by voluntarily serving as advisor to student organizations, regularly attending Campus events and Spirit Life activities, serving on student grievance (or development) committees and providing other engaged support to the Campus environment and life as directed by the Dean.
* Contribute to recruitment and retention efforts for campus growth and sustainability.
* Participate in the interviewing process, orientation, mentoring, and development of new faculty as needed.
* Participate in Campus and University-wide governance in responding to and engaging in dialogue related to academic issues across the university.
* Participate in Campus and University-wide committee work, including on-going committees, program assessments, task-oriented committees or task forces, and other projects or committees as requested.

**Scholarship**

* Maintain awareness of contemporary trends and evolving knowledge within one’s academic discipline and in the liberal arts through research, creative work, writing, conference attendance (either virtually or at designated location), public presentations (in-person and virtually), and other involvement in the regional and national community of higher education professionals.

**Assessment**

* Maintain effective curricula through participation in university-wide assessment processes.

**Qualifications**  
**Education:**  Earned Doctorate preferred. Only candidates with terminal degrees will be considered for a tenure-track appointment. Persons with state certificates in elementary education as well as reading specialist, school counseling, or school psychology will be highly considered. Advanced work in Lexia *LETRS will be required to be obtained once hired.*

**Work experience:**  Three years of higher education experience, preferably in a residential liberal art setting, and/or five years industry experience preferred.

**Required skills and abilities:**

* Ability to work collaboratively with fellow faculty, both at the Campus and University-wide, and with units that support student life and academic achievement.
* Proven ability to teach effectively in an undergraduate and graduate levels.
* Ability to meet deadlines and adhere to policy and procedure.
* Ability to be flexible in adjusting to and responding to both student and local university needs and concerns;
* Proven interpersonal and communication skills.

Founded in 1865, Ottawa University ([www.ottawa.edu](http://www.ottawa.edu)) is a not-for-profit, comprehensive university affiliated with the American Baptist Churches USA. The University’s traditional campuses are located in Ottawa, Kansas and Surprise, Arizona. In addition to the traditional campuses, Ottawa University offers innovative, flexible adult education programs for both the bachelors and graduate level at its campuses located within the United States and through online degree programs throughout the U.S. Ottawa University is accredited by The Higher Learning Commission.

Building on its foundation as a Christ-inspired community of grace and open inquiry, Ottawa University prepares professional and liberal arts graduates for lifetimes of personal significance, vocational fulfillment, and service to God and humanity. The University’s Code of Conduct and Ethics interprets this mission as it applies to the everyday decisions, behaviors and actions of those within the community. All members of the Ottawa University Community are responsible for sustaining the highest ethical standards of the University, and of the broader communities in which it functions.

Ottawa University celebrates and prizes the diversity of its students, faculty, staff and Board of Trustees. In keeping with its Mission Statement, the University is called to actively foster an environment of awareness, appreciation, and intentional inclusivity. We are particularly interested in receiving applications from members of underrepresented groups and strongly encourage them to apply.

A completed [Application for Employment](http://www.ottawa.edu/About-Us/Careers/Application) is required at <http://www.ottawa.edu/Careers> as a part of the application process.  Candidates must also submit a cover letter, CV/resume, teaching philosophy, and the contact information for three professional references to complete the application for employment.  Additional information can be emailed to [ouhr@ottawa.edu](mailto:ouhr@ottawa.edu) .

Ottawa University is committed to equal employment opportunity and does not unlawfully discriminate in recruitment or employment on the basis of race, age, sex, color, religion, disability, national origin, sexual orientation, genetic information or any other characteristic protected by law.