

# **BELHAVEN UNIVERSITY**

## **Chair of the Undergraduate School of Education**

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

### **Description of Position**

The School of Education is actively seeking a well-qualified academic candidate for an Open Rank Tenure Track Assistant/Associate Professor role, with the added responsibility of serving as the Chair of the Undergraduate School of Education's Teacher Education Preparation Program. The official commencement date for this position is set for August 1, 2024. It's worth noting that the School of Education places a strong emphasis on fostering robust partnerships with stakeholders in the education sector and is a member of the Council for the Accreditation of Educator Preparation (CAEP). In this role, the Chair, also serving as a teaching professor, is responsible for overseeing the traditional Bachelor's Degree Teacher Educator Preparation Program, leading to an Initial Mississippi Elementary Teacher License.

### **Responsibilities**

The Chair of the Undergraduate School of Education is responsible for the following:

1. Holding a full-time position at the rank of assistant professor, associate professor, or professor while concurrently serving as the Chair of the Elementary Teacher Preparation Provider program (TEPP) with teaching responsibilities.
2. Reporting directly to the Dean of the School of Education and exercising authority over the undergraduate Elementary Teacher Education Faculty, as well as adjunct faculty members who contribute to Teacher Preparation and licensure courses.
3. Maintaining a close working relationship and open lines of communication with the Dean of the School of Education.
4. In addition to fulfilling the responsibilities associated with the Undergraduate Chair position, teaching three courses per semester, resulting in a nine-credit hour load, totaling an 18-credit hour load per academic year.
5. Leading the coordination of all activities and communications with undergraduate teacher candidates, including the responsibility for planning and facilitating the ED Seminar once per semester.
6. Advising undergraduate teacher candidates on academic issues and meeting with candidates facing challenges, concerns, or appeals as part of the chain of authority, ensuring that written records of candidate interactions are maintained in both hard and electronic copies.

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

### **Qualifications**

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University's Vision, Mission, and Statement of Faith.  
<https://www.belhaven.edu/about/mission/>
- Hold an ED.D. or PH.D. in Educational Leadership or a related field of education.
- Have a minimum of three years of teaching experience at the postsecondary/collegiate level.
- Possess at least three years of teaching experience in elementary or secondary education.

- Demonstrate expertise in data collection and assessment, with familiarity with state educator licensure and national educational accreditation processes and procedures (MDE and CAEP).
- Exhibit strong organizational skills and attention to detail.
- Be capable of articulating a Christian worldview in their teaching and academic discipline while fully supporting the University's vision, mission, and statement of faith.

### **Application Process**

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link <https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.pdf> to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

**email the complete application packet to:**

**Dr. David B. Hand, Dean Belhaven University School of Education**

In Care Of: **Monica French, Project Manager for Academic Affairs**

[mfrench@belhaven.edu](mailto:mfrench@belhaven.edu)

Employment at Belhaven University is contingent upon the results of an independent background check.