



## **Program Director for Masters in Teaching**

Full Time / Salary / Exempt (Faculty 12 months)

### **REPORTS TO**

Chair, Graduate Studies in Education and Leadership

### **DEPARTMENT**

Graduate Studies in Education and Leadership (GSEL)

### **EFFECTIVE DATE:**

July 1, 2022

### **JOB SUMMARY**

The Program Director for Master of Arts in Teaching (MAT) provides leadership and direction for the MAT program at all SNU locations as well as online. Responsibilities include development, oversight development and continuous improvement of curricula and programming; providing guidance for all MAT faculty (full-time and adjunct) and staff; assuring intercultural academic development and cultural responsiveness in all GSEL programs; cultivating strong collaborative relationships with stakeholders in the greater education community; and partnering with the GSEL Director and working alongside all GSEL program directors and faculty to accomplish the mission of GSEL within the greater mission of the university.

### **RESPONSIBILITIES**

#### **Essential Functions:**

- Lead MAT in ways that exemplify the motto "Character, Culture, Christ" and fulfill SNU's mission to make Christ-like disciples in higher education.
- Develop community relationships to further the mission of the program; actively promote and recruit for the program among the greater education community of professionals and stakeholders.
- Work in collaboration with the VP of Enrollment, Marketing, and Student Success (EMASS) to address the marketing needs of programs; strategize for graduate



education enrollment growth; connect and follow admission and advising systems/process; and set start dates for new cohorts.

- Work in collaboration with the VP of Intercultural Learning and Engagement (ILE) to lead all faculty and staff within Master of Arts in Teaching (MAT) in fostering a welcoming culture of inclusive excellence and cultural responsiveness for all graduate students in education.
- Team with the VPAA, VP-EMASS, and VP-ILE and GSEL Director to monitor and strategize for student persistence and program completion.
- Recruit and hire highly qualified adjunct faculty committed to academic and inclusive excellence in all programs including the integration of faith and learning and culturally responsive pedagogy and praxis that shapes graduate education students to teach with perspectives that resonate with Christ-centered values and principles; evaluate instructor performance and utilize institutional resources to continuously improve teaching, learning, and cultural responsiveness.
- Recruit program participants (students) from Oklahoma schools and the surrounding region. Recruiting will involve travel to schools and district offices across Oklahoma as well as digital recruiting supported by SNU's marketing department.
- Use student learning outcomes data to conduct regular program assessment and curricular review to ensure continual improvement and an assurance of affinity, belonging, and access and opportunity for all MAT students; oversee cyclical program review to maintain fidelity to program learning and course learning outcomes.
- Carry a load of teaching two courses per term (four per academic year) and engage in scholarship that resonates with the graduate culture of the institution.
- Serve on various campus committees including the Graduate Council and the Graduate Program Directors Committee.
- Participate in cohort Organizational Nights/Weeks; visit cohort groups regularly to foster instructor and student relationships; cultivate student affinity with graduate education programs; and ensure student needs are being met.
- Review application information of prospective students, make acceptance decisions, and work with GSEL Program Director and GSEL faculty and GSEL staff to ensure student persistence in the program. Oversee monitoring of student progress, absences, etc. and provide counsel to students when necessary. Work closely with the VPAA for unique circumstances.
- Foster a graduate culture within MAT programs to encourage the scholarship of faculty (full-time and adjunct) and students.



- Collaborate with the Center for Learning and Engagement (CLI) to ensure high standards of academic programming within the campus learning management system (LMS).
- Oversee administration of institutional and GSEL policies and procedures as they relate to graduate education programs; maintain Graduate Catalog information for graduate education programs.
- Collaborate with GSEL Program Director to develop and manage operational budgets.
- Other duties as assigned.

**Required Qualifications:**

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity.
- A terminal degree in related field
- Minimum of two years of related work experience and/or relevant training
- Possess strong verbal and written communication skills
- Ability to prioritize multiple demands in fast paced work environment
- Typing and spelling competency
- Experience with various computer software applications
- Data entry experience

**Preferred Qualifications:**

- Doctorate in Education, School Administration and/or Teaching
- Experience in higher education - administration, teaching and recruiting students for programs
- Graduate program and course development experience

**Supervision Received:**

Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

**Supervision Exercised:**

May be responsible for the coordination of work assignments for student employees.

**Apply Online for this position at <https://snu.edu/employment/>**

**BENEFITS**



Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

**Updated: August 17, 2020**

### **SOUTHERN NAZARENE UNIVERSITY DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

### **SOUTHERN NAZARENE UNIVERSITY NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

#### **Students contact:**

Dean of Students  
Southern Nazarene University  
Office of Student Life  
6612 NW 42nd St.  
Webster Commons, Lower Level Suite 110A  
Bethany, OK 73008  
405-491-6336/ Email: [kbradley@snu.edu](mailto:kbradley@snu.edu)

#### **Employees contact:**

Director of Human Resources (or immediate supervisor)  
Southern Nazarene University  
6729 NW Expressway  
Bresee Hall, Room 306  
Bethany, OK 73008  
405-491-6333/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

#### **Chief Diversity Officer**

Vice-President for Intercultural Learning and Engagement  
Southern Nazarene University  
6729 NW 39th Expressway  
Bresee Suite 200



Bethany, OK 73008  
405-491-6600/ Email: [lcrouso@mail.snu.edu](mailto:lcrouso@mail.snu.edu)

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

**Executive Vice President**  
Southern Nazarene University  
6729 NW Expressway  
Bresee Suite 202  
Bethany, OK 73008  
[405-491-6306](tel:405-491-6306)/ Email: [mredwine@snu.edu](mailto:mredwine@snu.edu)

### **TITLE IX DISCLOSURE**

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.  
Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.



Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

\*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).