



## **Chair, School of Education Director, Educator Preparation**

Full Time / Salary / Exempt

### **WORK SCHEDULE**

Hours as necessitated by administrative and teaching responsibilities, office hours, and other duties as assigned

### **WORK SITE**

Onsite Bethany Campus

### **REPORTS TO**

VPAA, College of Undergraduate Studies

### **DEPARTMENT**

School of Education

### **EFFECTIVE DATE**

Jul 1, 2022

### **JOB SUMMARY**

The ideal candidate for this position will be an individual who will cast a vision and lead a team of individuals to prepare the next generation of public and private pre-college (P-12) educators. Helping fulfill SNU's mission of "creating Christ-like disciples through higher education," this leader will guide the integration of faith and learning and help develop culturally-responsive educators through a Christian worldview.

This is a dual-role: Chair of the School of Education and Director of Educator Preparation.

### **RESPONSIBILITIES**

#### **Essential Functions:**

- Provides leadership for undergraduate School of Education/Educator Preparation programs, curriculum development, faculty, facilities, and staff



- Leads ongoing curricular development and review of all coursework in the Educator Preparation Program
- Effectively articulates and communicates strategic vision and goals for the ongoing success of the SNU Educator Preparation Program
- Teaching coursework in the School of Education (undergraduate)
- Assures that all Professional Education coursework content is aligned with School of Education Learning Objectives, CAEP Standards, Oklahoma State Standards, InTASC Standards and the SNU Mission
- Oversees compliance for and oversees the accreditation function of the School of Education (both graduate and undergraduate accreditation) to include the following accreditation organizations: Council for the Accreditation of Educator Preparation (CAEP), Oklahoma State Accreditation (OEQA - Oklahoma Office of Education Quality and Accountability), and the Oklahoma State Dept. of Education
- Maintains regular communication with CAEP, OEQA and the Oklahoma State Department of Education
- Oversees individual program compliance/accreditation for all certification programs (both graduate and undergraduate) and works with individual program directors for all certification programs
- Assures compliance of all certification programs with individual SPAs (Specialized Professional Association) and assures that all programs are current and approved
- Verifies and approves all teacher candidate certification applications with the Oklahoma State Dept. of Education and other states' teacher certification agencies
- Prepares and submits required Annual Accountability Reports to include the following: CAEP/EPP Annual Report, OEQA Annual Report, and the Title II Annual Report
- Prepares the CAEP Self-Study Accreditation Report (submitted prior to next major accreditation visit)
- Conducts regularly scheduled School of Education departmental faculty meetings
- Provides leadership for all SNU Educator Preparation committees
- Participates in SNU campus committees
- Participates in monthly meetings of leadership of Oklahoma institutions with Teacher Education/Educator Preparation programs (Oklahoma Association of Colleges of Teacher Education - OACTE)
- Reviews data and assessments related to the SNU Educator Preparation Program



- Maintains current awareness of current and future legislative policy development affecting Teacher Education/Educator Preparation, as well as education/teaching issues and aspects in Oklahoma and nationwide
- Collaborates with the VPAA of the College of Undergraduate Studies to coordinate classroom space, faculty/staff office space, and other facility-related aspects
- Oversees the School of Education budgets and financial activities
- Plans and coordinates for all ceremonies, recognitions and events for the School of Education
- Works collaboratively with other academic departments in the institution
- Pursues an entrepreneurial and visionary approach to researching and developing possible new programs in Educator Preparation
- Support the institutional policies and regulations of the institution
- Advises and reports ongoing status and progress of programs within the School of Education Educator Preparation Program
- Enthusiastic support for tractional teacher preparation in the State of Oklahoma

#### **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
- Earned Doctorate (or in process/close to completion) in Education (Leadership, Curriculum/Instruction, Educational Psychology, etc.)
- Minimum of 3 years teaching in a P-12 public/private school
- Minimum of 3 years of administrative/leadership experience in a P-12 public/private school or in a higher education setting
- Experience in supervising and managing personnel
- Experience in overseeing and managing academic financial aspects (budgeting, fiscal projections, etc.)
- Oklahoma State certification/licensure in teaching and/or administration

#### **Preferred Qualifications:**

- Experience with accreditation processes (CAEP, OEQA, HLC, etc.)
- Experience with higher education administration
- Experience with supervision of student teachers (observing, evaluating, etc.)



**Supervision Received:**

Receives supervision and work assignments from the Provost and College of Undergraduate Studies VPAA

**Supervision Exercised:**

Supervision of School of Education faculty and staff; 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).