Lecturer and Director of Educational Administration

DESCRIPTION OF JOB:

This position is a full-time, 12-month, Lecturer and Director position in Edgewood College School of Education’s Graduate Education Administration program. The position requires administering the program, serving as students’ advisor/mentor and teaching courses in the program. Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College’s Strategic Plan of Inclusion. To accomplish this, we believe the Program needs a transformational leader with the ability to increase the enrollment of diverse candidates and to provide the needed mentorship to ensure the success of these new candidates.

Responsibilities:

- Teach courses in Education Administration program
- Advise and Mentor prospective and matriculated students
- Monitor, assess, and support student progress
- Administer the secondary education programs
- Collaborate with colleagues across campus on course and program development and continuous improvement
- Advise students on license requirements and class registration
- Serve on School of Education and College committees
- Work with Admissions to recruit a diverse pool of students
- Engage in meaningful scholarship
- Work with the Dean of the School of Education to develop and coordinate secondary education programming.

JOB QUALIFICATIONS

Necessary Education or Work Experience:

- Extensive experience serving as a public school administrator and/or teacher
- Have established partnerships with minority organizations in their community
- Active in the community and engaging in public service opportunities.
- Licensed as a public school administrator and teacher
- College teaching experience
- Experience in mentoring diverse students
- Established or promising agenda for research and scholarship
- Experience in program evaluation and assessment

Required Skills and Knowledge:

- Knowledge of Wisconsin state licensure standards and requirements
- Knowledge of CAEP accreditation and professional association standards
- Possess deep knowledge of culturally responsive pedagogy
- Experience leading inclusive programs that have demonstrated positive change in K-12 settings such as changes in academic readiness, closing the achievement gap, and increased graduation rates
- Good communication and writing skills
- Multicultural competence including awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways
- Experience and knowledge of higher education curriculum assessment and evaluation
- Experience working with faculty councils or committees in higher education
- Detail oriented with ability to balance multiple responsibilities
- Able to collaborate with others
- Ability to work independently while meeting deadlines

Technology Skills:

- Overall proficient skill-level in Microsoft Office, which includes: Word, Excel, Power Point, Outlook, and basic computer concepts.
- Willingness and ability to learn new software as needed

Other Qualifications:

- Some travel is required so must have access to transportation
- Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.
- The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

To apply: Send a letter of application, resume, and references to:

Edgewood College
Human Resources – LDEA
1000 Edgewood College Drive
Madison, WI 53711

E-mail: humanresources@edgewood.edu
Equal Opportunity Employer