



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Assistant/Associate Professor
Department:	Curriculum and Instruction
Reports To:	Curriculum and Instruction Program Directors

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Department of Curriculum and Instruction currently seeks to employ a full-time tenure track faculty member to teach, advise and supervise teacher education students. It is preferred that the ideal candidate have a doctoral degree in Curriculum and Instruction, Literacy Education or a closely related discipline and three (3) or more years of teaching experience at the P-12 level. Previous experience teaching at a higher education institution is a plus. Applications must be submitted to jobs@cau.edu and include a cover letter, teaching statement, CAU Job application (<http://www.cau.edu/employmentopportunities/index.html>), curriculum vitae (CV), all transcripts, and copies of state certifications/credentials (if applicable). Review of applications will begin March 2, 2024.

Examples of Duties and Responsibilities:

- Teach graduate and undergraduate courses offered by the Curriculum and Instruction Department
- Develop and manage the class syllabus, ensuring that it meets department and university standards and is aligned with Georgia TAPS and ITSE standards and in compliance with CAEP standards
- Develop student engaging instructional assignments that are current, relevant to today's student population and are aligned with CAEP and GaPSC standards. All assignments must have accompanying assessment rubrics.
- Incorporate content related to the science of reading in teaching
- Develop and maintain a rigorous and relevant research agenda
- Report student learning outcomes, class reviews, and analyze student data
- Attend and engage GaPSC, CAEP and key state/national level stakeholders and attend meetings related to Teacher Education
- Work collaboratively with colleagues on grant proposals and other Departmental and University projects
- Provide consistent academic/career advisement for all assigned students
- Stay updated on innovations and changes within field, including the use of new teaching technologies
- Be highly responsive to the students;
- Maintain required student records while ensuring confidentiality
- Remain engaged in the Department of Curriculum and Instruction's collective work to improve program learning outcomes

Knowledge, Skills and Abilities:

Required Qualifications:

- Earned doctorate in Curriculum and Instruction, Literacy Education or closely related discipline.
- A minimum of three years teaching at the P-12 level.
- Demonstrated expertise in one or a combination of the following areas: Literacy Education/ESOL, Bilingual Education, Educational Psychology, Special Education, etc.
- Record of and potential to effectively engage and mentor undergraduate and graduate students.
- Record of and potential for engaging in educational research and developing a research agenda.
- Record of and potential for academic leadership and supervision.
- Commitment to participate in school-university partnerships and grant development.
- Special consideration will be given to candidates with an established record of, or potential for, securing external funding; the ability to use engaging technology as a teaching/learning tool; and experience with or interest in online or hybrid instruction.
- Expertise or familiarity with online course design in Canvas or other LMS (i.e. experience developing modules, assessments, and rubrics for online engagement)
- Familiarity with Microsoft Office Suite tools, Canvas or other relevant learning management systems (LMS), and student information systems (SIS) such as Ellucian Banner.
- Experience working with diverse students in a post-secondary education setting.

Minimum Hiring Standards:

Education Requirements:	Ph.D. or Ed.D. <i>(required)</i>
Years of Experience or Management Experience	3 or more years of university level teaching experience highly preferred

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