BELHAVEN UNIVERSITY

Assistant Professor and Coordinator of Graduate Curriculum Development & Data Analysis

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 1,000 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 the Position
The Assistant Professor of the Graduate School of Education is a teaching position with additional responsibilities in curriculum development, review, updates, and revisions, as well as assisting with data collection and analysis for program improvement and CAEP/MDE accreditation and reporting. Further, the Assistant Professor will provide course revision guidance to the Chair upon noting technical, instructional delivery, and content issues in courses taught in all Master and Educational Specialist programs. The Assistant Professor reports directly to the Graduate School of Education Chair. The individual in this position works with the Graduate Chair and the Dean of the School of Education to ensure the maintenance of the Quality Assurance Assessment Systems (QAAS) for reporting to MDE and CAEP for accreditation purposes.

Job Responsibilities:
Teaching Responsibilities:
- This is a 12-month position with nine-month (9) teaching responsibilities that involve proper attention and instruction to candidates in the program, as well as collection and analysis of course data to recommend needed changes in the course taught in the program and making recommendations that could lead to program improvement.
- Teach eight (8) online courses throughout the Graduate School of Education during Fall Terms I & II (4 total courses) and Spring Terms I & II (4 total courses).

Curriculum and Data Analyses Responsibilities:
- This is a 12-month position with nine-month (9) teaching responsibilities during the Fall and Spring academic semesters and as Coordinator of Graduate Curriculum Development & Data Analysis, including curriculum and data analysis responsibilities during the summer months, May, June, and July. If requested and approved by the Graduate Chair, teaching courses during Summer Terms I & II is optional and would be considered an overload.
  Full-Time Summer Duties – May, June, & July - Include:
- Collaborating with faculty on departmental initiatives, curriculum development, and data analysis tasks.

- Assisting with updating the curriculum in the Master and Educational Specialist courses assigned to you to teach, as well as those recognized as needed for revision so that the university can maintain quality control and alignment with state and national standards.
- Augmenting academic program complexity by suggesting adjustments to writing assignments and projects requiring analytical thinking and information synthesis.
- Suggesting revisions to prompts so candidates will experience appropriate uses of artificial intelligence in the educational settings encountered while maintaining a high level of academic integrity.
- Participating in data collection, assessment, evaluation, and analysis to ensure compliance with State and CAEP accreditation standards and regulations.

General Responsibilities and Duties
- Representing the Graduate School of Education to external stakeholders, including government agencies, professional organizations, and community partners.
- Develop partnerships and collaborations with other institutions, schools, and community organizations.
- Enhance the visibility and reputation of the Graduate School of Education through participation in conferences, publications, and professional networks.

Qualifications & Experience:
- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith. https://www.belhaven.edu/about/mission/
- A doctoral degree in Education (Ed.D. or Ph.D. in Education).
- Experience in elementary/secondary and higher education, including teaching, research, and administrative roles. Knowledge about the teaching of reading practices is preferred.
- Demonstrated leadership abilities and a track record of successful academic management.
- Experience in curriculum design, monitoring student progress and developing strategies for improving student performance.
- Understanding of assessment and evaluation practices in education, including developing and implementing assessment tools, analyzing data, and using findings to drive continuous improvement.
- Knowledge of various assessment methods and strategies, such as rubrics, surveys, and standardized tests.
- Attention to detail and ensuring accuracy and completeness in data collection, documentation, and reporting for state and national accreditation purposes.
- Knowledge of current trends and issues in education, pedagogy, and educational research.
- Strong interpersonal and communication skills to effectively collaborate with diverse stakeholders.
- Ability to make informed decisions and adapt to changing circumstances based on data collected and analyzed.

- Proficient written and verbal communication skills to prepare clear and concise reports, presentations, and other written materials related to the teaching position, accreditation, and data analysis.

Application Process

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

- A CV and cover letter outlining your suitability for this position, including an explanation of your interest in Christian higher education.
- A 3 to 4 paragraph statement of how you would integrate the Biblical worldview into all instructional content.
- 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 Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.
- Employment at Belhaven University is contingent upon the results of an independent background check.

Send, or Email complete application packet to:

Monica French
Director of Academic Administration
Belhaven University
1500 Peachtree Street
Jackson, MS 39202
Email: mfrench@belhaven.edu