



Assistant Program Director of Education

College of Saint Mary in Omaha, Nebraska, seeks an Assistant Program Director for the Education Program. The Assistant Program Director reports directly to the Unit Head of the Education program. This is a 12-month appointment.

REQUIRED QUALIFICATIONS: The successful candidate must hold an earned doctorate in Education from a regionally accredited institution; must have current Nebraska teaching certification; must be eligible for appointment at the rank of Assistant Professor, Associate Professor, or Professor; and must have experience in curriculum development, implementation, and assessment.

PREFERRED QUALIFICATIONS: Middle/secondary certification; experience in graduate education and administration.

PRIMARY DUTIES

- **TEACHING:** teaches 15 graduate-level Master of Art in Teaching credit hours (possibly some undergraduate) credit hours/academic year; performs duties of a CSM faculty member as identified in the CSM Faculty Handbook;
- **FIELD WORK AND CLINICAL ASSESSMENT:** provides professional development and support to clinical supervisors; evaluates fieldwork portfolios;
- **ADVISING:** Advises MAT middle/secondary future teachers; reviews graduation audits prepared by Registrar; monitors dispositional/academic reports, improvement plans, and dismissal meetings; prepares letters of recommendation;
- **ADMINISTRATIVE DUTIES:** Assists Education unit head with hiring and evaluating adjunct faculty; clinical and fieldwork oversight; undergraduate registration; MAT recruiting, orientation, and registration; scheduling; assessment; evaluation of secondary and middle school portfolios; state reports; meetings of teacher education faculty, Education Advisory Board, and student leadership; review of handbooks, syllabi, curricula, and courses. Serves as the Education unit head's backup for state meetings.

Application:

Please apply using the following link. Please have a letter of application, current curriculum vitae and contact information for three professional references ready to upload during the application process.

[Assistant Program Director of Education Application](#)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with CSM. Finalists will also be required to submit official transcripts. Review of applications will continue until the position is filled.

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.