

# Director, Teacher Education at Northwest Florida State College

<b>Position:</b>	<b>Director, Teacher Education</b>
<b>Department:</b>	<b>Teacher Education</b>
<b>Hours:</b>	<b>Full-Time</b>
<b>Classification:</b>	<b>Administrative I</b>
<b>Salary:</b>	<b>\$54,241-\$69,856</b>
<b>Location:</b>	<b>Niceville</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Application Deadline:</b>	<b>Review of Applications will begin immediately. Position will remain open until filled.</b>



## Qualifications

### MINIMUM REQUIRED QUALIFICATIONS

- Master's degree in education, educational administration, educational leadership or related field required. Doctorate preferred.
- **Minimum** of 18 graduate semester hours in the aforementioned from a regionally accredited postsecondary institution **required**.
- Three years successful, relevant PreK-12 teaching experience, student services, or school administration experience required.
- Valid Florida teaching certificate or eligibility to receive one required.
- Demonstrated excellence in written and oral communication .

### PREFERRED QUALIFICATIONS

- One-year **administrative** experience at the PreK-12, college level, or at a state Department of Education preferred.
- Post-secondary teaching experience preferred.
- Qualifications in ESOL or ESE preferred.
- Experience in the development of teacher education curricula and leading a postsecondary Teacher Education program preferred.
- Experience completing program monitoring, state, or federal reports preferred.
- Experience with technology-based instruction preferred.
- Familiarity with Florida State requirements for Teacher Education Programs, knowledge of the Florida Teacher Certification process, and the Florida Educator Accomplished Practices preferred.

## Duties and Responsibilities

The Director, Teacher Education is directly accountable to the Dean – College Pathways, Teacher Education, and Principal of Collegiate High School.

The individual filling this position is expected to play a positive leadership role in helping the College effectively manage change.

- Assumes leadership in organizing, administering, reviewing, developing, and assuring Teacher Education programs' effectiveness
- Evaluates Teacher Education programs' goals, objectives, and educational outcomes for purposes of program operation and evaluation
- Prepares and manages the Teacher Education programs' budgets
- Facilitates a collaborative relationship with Okaloosa and Walton County School Districts
- Provides leadership for and participates in recruiting functions, information sessions, orientations, career nights, and related events/activities

## Duties and Responsibilities - *continued*

- Coordinates production of all program-related research and reports and prepares and tracks state-level accountability measures, including the annual state eIPEP report
- Oversees the Child Development Education Center operation
- Cooperates with the Student Success team to identify and recruit prospective students
- Leads advising efforts with current and potential teacher education students and assigns faculty to assist.
- Develops class schedules and course curriculum
- Provides oversight for the placement and tracking of student teacher field experiences and related student progression
- Teaches three upper and lower division education courses, as needed; the teaching obligation will accommodate program/curriculum development, accreditation preparation and other related program management activities
- Makes recommendations and takes appropriate action regarding department faculty/staff appointment, assignments, supervision, evaluation, and professional development activities
- Holds regularly scheduled advisory committee meetings, prepares reports for committee members, and works with members to maintain currency and relevance in the Teacher Education programs
- Serves on college work groups as assigned and supports other college initiatives
- Completes mandatory compliance training
- Performs other duties as assigned

## Benefits

- College paid health insurance for employee, dependent coverage at employee's expense
- College paid basic life insurance for employee, additional coverage for employee and/or dependents at employee's expense
- College paid retirement with 3% employee contribution to the Florida Retirement System (FRS)
- Optional dental and vision insurance at employee's expense
- Sick and Annual (Vacation) Leave accrual
- Time off for designated holidays, winter break, and spring break
- 37.5 hour work week
- Free tickets to designated Mattie Kelly Arts Center and Raider Athletic events

## Apply Now

Provide a complete application package that includes **all** of the following:

- NWF State College Application
- A cover letter explaining why you consider yourself qualified for this position
- Resume
- Copies of unofficial transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)

To apply for this position, please visit our website: <https://nwpsc.interviewexchange.com>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant grievance should be addressed to the Human Resources Director. NWFSC prohibits any form of discrimination on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, gender identity, sex (including pregnancy), sexual orientation, marital status, disability, or age in any of its programs, services, or activities. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWFSC is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace

**NORTHWEST  
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