



Position Title: Assistant Professor/Coordinator, Special Education
Reports To: Chair, Division of Education
Department: Education
Classification: Full-time, Exempt, Tenure-track, Benefits eligible

Position Overview

The Assistant Professor/Coordinator, Special Education will be required to teach 12-credit hours per semester during alternate traditional daytime schedule as well as during the evening. Will play a pivotal role in advancing the institution's academic mission through teaching. Contribute to the intellectual growth and development of students. The teaching focus will be on introductory and advanced level course work and the supervision of students in field experience. Should be capable of acquiring knowledge of Special Education standards associated with the Council for the Accreditation of Educator Preparation (CAEP), Interstate New Teachers Assessment and Support Consortium (InTASC), Tennessee Department of Education (TDOE) Literacy Standards, have knowledge of the CAEP accreditation process and how to incorporate information into the accreditation standards issued by CAEP.

Duties and Responsibilities:

- Must be able to teach a range of content, methods, and theoretical application in Special Education and literacy.
- Develop course schedules each semester based on academic assessment of all students.
- Serve on Division and College Committees.
- Provide academically/professionally related community service.
- Assist in monitoring student performance in their academic and professional progress.
- Assist in the development and writing of assessments for submission to internal and external reviews for accreditation.
- Provide academic advising to students in Special Education.
- Assessing student performance through exams, assignments, and other forms of testing.
- Representing the college at conferences and delivering presentations when necessary
- Other duties as assigned by the Division Chair.

Minimum Qualifications

- Doctorate in Special Education or a closely related field.
- Minimum 3-5 years' experience working with children in a Special Education environment.

Knowledge, Skills, and Abilities

- Excellent communication skills.
- Ability to work effectively with faculty members.
- Ability to work effectively with different constituencies.

- Understanding of the goals and practices of active, experiential community-based education.
- Ability to use electronic resources in developing course materials, reports, and tracking students.
- Must be knowledgeable of teaching strategies and how they impact student learning.

Working Conditions/Physical Demands

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed.
- 3 references including contact information.

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please