



CALL FOR APPLICATIONS: Department Chair for Elementary Education

Allen University is seeking applicants to fill the full-time position of Department Chair at the rank of assistant professor beginning Fall 2024 in Elementary Education for the Department of Education within the Division of Business, Education, and Social Sciences. The undergraduate Elementary Education teacher's initial certification programs prepare undergraduates to enter the career field to teach students in the elementary grades 2-6.

ESSENTIAL RESPONSIBILITIES :

The chair is responsible for the leadership and administration of the department's teaching, research, scholarship, and service mission. The chair is expected to coordinate the work of the instructional staff including developing course outlines and monitoring faculty instruction and advisement. The chair is also responsible for conducting faculty evaluations, recommending personnel, recommending course offerings, implementing student recruitment and retention plans, and developing and managing budgets. Additionally, the chair is responsible for the department's relationship and service to students. The chair will assess program outcomes, manage accreditation-related activities, and make the appropriate adjustments accordingly. The chair will lead the faculty to increase the department's research, scholarship, and service work. Chairs will teach a 3/3 load and serve on University Committees as assigned. Additional duties may also be assigned. Compensation is competitive and commensurate with the experience of the applicant.

QUALIFICATIONS:

- An earned doctorate in Elementary Education
- Demonstrated record of teaching, scholarship, and service
- At least three years of experience in higher education administration
- Experience conducting short and long-range planning
- Experience in supervising, evaluating, and supporting faculty
- Demonstrated evidence of management skills (including budgets and faculty assignments)
- Demonstrated knowledge of NCATE/CAEP, NAEYC accreditation requirements

HOW TO APPLY:

A complete application will include the following: Cover Letter, Curriculum Vitae, three (3) Letters of Reference, official transcripts of earned degrees, and a completed Allen University Application submitted to Dr. Flavia Eldemire, Dean of Business, Education, and Social Sciences @ feldemire@allenuniversity.edu.