POSITION ANNOUNCEMENT

Assistant/Associate Professor – Reading Specialist Program Coordinator

MidAmerica Nazarene University is seeking candidates for a Reading Specialist Program Coordinator position. The program coordinator is responsible for the maintenance, evaluation, and growth of the Reading Specialist Program within the Graduate Studies in Education Department, an online program. Responsibilities include teaching two courses, which begin and end the program (Seminar and Reading Leadership). This position also serves as the coordinator for an annual literacy institute and as the academic advisor to candidates in this program. Teaching opportunities are available for instructing at the undergraduate level as well. With program growth, this position may become a full time position.

Candidates for this part time faculty position should be able to demonstrate a commitment to higher education delivered with a Christ-centered worldview, a strong commitment to the servant leadership model, and be able to successfully perform the following responsibilities.

Position Description: Assistant/Associate Professor/Reading Specialist Program Coordinator

- Recruitment of programs – attending workshops/conferences, emailing program information, etc. in conjunction with the Enrollment Services team.
- Recording events on the Google Calendar
- Correspondence to all incoming candidates during their application process.
- Review of candidate files for acceptance into the graduate program.
- Follow-up correspondence to accepted candidates into the graduate program and record in Radius as directed.
- Advising of courses and creation of Degree Completion Plans (DCPs) as needed.
- Troubleshoot as needed.
- Maintain assessment data in TaskStream.
- Attend School of Education (SOE) and Graduate Studies in Education (GSE) meetings.
- Serve as the reading specialist consultant to the undergraduate teaching program as well as offer at minimum two professional development sessions per year to Clinical Mentoring Team partners.
- Revision and notification to all university offices of updated DCPs as needed.
- Referral of qualified adjuncts for their program
- Upon hiring, scheduling of online training for adjunct faculty with GSE technology/Moodle trainer
- Work with GSE Chair on program revisions/updates
- Coordinate with GSE Chair on calendar sequence.
- Teach seminar and reading leadership courses
• Coordinate annual summer Literacy Institute with Reading Specialist graduate candidates, which includes: Aid in speaker selection and coordination, coordinate registration and evaluation process, oversight for all institute preparations, oversight of institute budget and other responsibilities as institute requires
• Practica Placements – including: Organizing location, communication with districts, working with student to obtain proper forms for placement i.e. background checks, etc., confirmation placement and sending required paperwork to district if applicable and a thank you to placement teacher

Desired Qualifications:
• Doctoral degree in Reading
• Certified Reading Specialist with current license
• Systems oriented with strong organizational skills
• P-12 teaching experience
• Online teaching experience
• Strong communication and interpersonal skills

Application: Candidates wishing to apply for this position should send the following documentation to Nancy Merimee, Director of Human Resources at nsmerimee@mnu.edu Questions may be addressed to this email address or by telephone to 913-971-3427.
• Letter of application
• Complete curriculum vita or resume
• University transcripts from all universities from which degrees were received (scan and attach) or request mailing from appropriate university
• Statement of Faith, including personal faith history and vision for integrating faith and learning. (2 page maximum)

Mailing address:
Nancy Merimee,
Director of Human Resources
MidAmerica Nazarene University
2030 E. College Way,
Olathe, KS  66062

Review of applications will begin immediately and continue until the position is filled.

MidAmerica is very much interested in reviewing applications from qualified members of traditionally underrepresented groups in America, including women and racial and ethnic minorities.

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, gender, age, color, creed, national or ethnic origin, marital status, or disability in the recruitment and admission of students and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of gender or disability should be addressed to the Associate Academic Vice President, university coordinator of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, in the Academic Offices in Lunn Hall, (913) 971-3573.