



JOB ANNOUNCEMENT

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,
a public, state supported comprehensive institution, serving the six county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

Education Programs Coordinator

Full-time (12 month) "term" faculty appointment

Location: Moorefield, WV

Overview: Provide leadership for the education programs (Early Childhood Development, Elementary Education, Residential Care Specialists).

Responsibilities:

- Develop and maintain relationships with local, state, regional, and national education agencies involved in the development and certification of educators.
- Serve as a liaison and maintain a close working relationship with the partner institutions (WVU-Parkersburg, Division of Education, Shepherd University, Education Department, WV Schools for the Deaf & Blind).
- Develop new programs and partnerships in education.
- Facilitate adjunct faculty development and conduct performance reviews.
- Teach courses required in the education programs and advise students and ensure their appropriate matriculation through the education programs. Certify students for graduation and readiness to articulate to the WVU-Parkersburg or Shepherd program.
- Coordinate student teacher placements.
- Develop partnership agreements with local boards of education.
- Prepare preliminary class schedules and recommend to the Division Chair for General Education appropriate adjunct faculty qualified to teach in the programs. Prepare all reports and assessment processes needed by the institution regarding the programs. Oversee the program advisory committee.
- Must be willing to travel to Shepherd University as needed and attend the NCATE (CAEP) Conference and be familiar with NCATE (CAEP) and ACEI standards.

Qualifications:

- Master's Degree, with a doctorate preferred, in elementary education, curriculum and instruction or other areas appropriate to the discipline.
- Three years of documented contemporary professional experience in an elementary classroom setting.
- Eligible for WV teacher licensure.
- Demonstrated knowledge, skill and experience in the application of technology in instruction, the use of cooperative learning strategies and an understanding of 21st Century Learning.
- Five years professional teaching experience.
- Must be able to work as a team member.
- Exceptional organizational and communication skills.

Salary will be commensurate with education and experience plus full and highly competitive benefits package. Retirement plan options include TIAA-CREF.

Resume review begins immediately

Search will remain open until the position is filled.

Please submit a letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position, a current resume, and three (3) professional references (names, addresses, e-mail, and phone numbers) to:

Human Resources Office
Eastern West Virginia Community & Technical College
316 Eastern Drive
Moorefield, WV 26836
HR Director: Carlos Gutierrez <Carlos.Gutierrez@easternwv.edu>
EQUAL OPPORTUNITY EMPLOYER