School of Education

Assistant Professor (Non-Tenure Track), Preliminary Administrative Services Credential Program

Established in 1851, Notre Dame de Namur University (NDNU) is a Catholic, not-for-profit, coeducational university, located on the San Francisco peninsula in Silicon Valley. With students from multiple states and countries, Notre Dame de Namur University serves its students and the community by providing excellent professional and liberal arts programs in which community engagement and the values of social justice and global peace are integral to the learning experience. NDNU is a diverse and inclusive learning community, designated by the US Department of Education as a Hispanic-Serving Institution, that challenges each member to consciously apply values and ethics in his or her personal, professional and public life.

General Description

The NDNU School of Education (SOE) invites applications for a full-time 9 month non-tenure track faculty position in the Preliminary Administrative Services Credential Program at the Assistant Professor level, commencing [**semester, year**]. SOE is a dynamic school, actively engaged in K-12 schools and the community with a strong commitment to preparing teachers and administrator to work in California’s diverse schools. We seek to hire a credentialed administrator with experience in a diverse public school setting as well as a sound theoretical background and active knowledge of/involvement in the latest research and effective instructional practices who will integrate theory and practice in administrative services positions. The candidate should have the ability to teach courses and advise candidates in both the preliminary Administrative Services credential and master’s level courses in School Administration as well as supervise candidates in their field placements. The candidate will collaborate with colleagues on program and school-wide projects.

The School of Education is accredited by the California Commission on Teacher Credentialing and offers preliminary credentials (Multiple Subject, Single Subject, Education Specialist Mild/Moderate Support Needs and Extensive Support Needs, and Administrative Services), and master’s degrees (MA degrees in Education, School Administration, Special Education, Educational Therapy, Teaching English to Speakers of Other Languages (TESOL), and Diversity, Equity, and Inclusion Leadership). The school has earned a reputation for excellence in teacher education and has prepared many of the teachers, specialists, and administrators currently working in the Bay Area. At the core of our programs is personalized attention and individualized counseling to support candidates in reaching their personal and professional goals, field orientation of programs, and successful placement of graduates.

Specific Responsibilities/Duties

* Preference will be given to candidates who have demonstrated expertise in school and/or district administration.
* Candidate should show a readiness to participate in school/university partnerships and new initiatives for the purposes of research and administrator preparation as well as a working knowledge of web-based instruction.
* Candidate will have experience and the ability to help candidates learn to work collaboratively with district administrators and school faculty and staff.

Qualifications

* Earned doctorate in K-12 School Administration, Educational Leadership, or closely related field. Candidates nearing completion of their doctorate will be considered.
* At least three years of successful experience as an administrator at school and/or district levels.
* Experience in TK-12 school systems serving diverse student populations.
* Successful higher education teaching experience is preferred.
* Requisite scholarly record to warrant appointment at the assistant professor rank.
* Familiarity with California Commission on Teacher Credentialing (CTC) standards and legislation governing the administrative services credential.
* Familiarity with California’s Administrator Performance Assessment and the California Administrator Performance Expectations (CAPE) ; knowledge of/experience with CalAPA preferred.
* Ability to work collaboratively with colleagues, candidates, faculty, and staff.

Application Procedures

NDNU School of Education is committed to providing an educational environment that supports a diverse student population. In your cover letter, please include information about your experiences working in a diverse environment, and what qualities you would bring to supporting this commitment t inclusive excellence at NDNU.

Please submit online complete application and submit cover letter and resume to: <https://www.ndnu.edu/human-resources/jobs/>

The University is an equal opportunity employer and is firmly committed to non-discrimination in its hiring and other employment practices and in the application of its personnel policies. In compliance with all applicable federal and state laws, except where a bona fide occupational qualification exists, employment decisions will be made irrespective of the staff member's race, color, religion, religious creed, ancestry, national origin, age (except for minors), sex, marital status, citizenship status, military service status, sexual orientation, medical condition (cancer-related or genetic condition), disability and/or any another status protected by law.