

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

Assistant or Associate Professor of  
Education – Early Childhood &

**Title:** Elementary Education

**Department:** Education

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

**Purpose:** The McCabe Family School of Education at Oklahoma Baptist University invites applications for a full-time, in-person faculty position in Elementary and Early Childhood Education. Primary job duties involve teaching undergraduate and/or graduate education courses, advising teacher candidates, participating in accreditation and assessment initiatives, and contributing to the mission of preparing highly effective, Christ-centered educators. Potential teaching responsibilities include methods courses in early childhood and elementary education, professional education courses, and supervision of teacher candidates in field experiences and student teaching placements. The successful candidate may also be considered for a leadership role in the Master of Arts in Teaching program, as the School of Education continues to grow its graduate program offerings. The ideal candidate demonstrates a strong commitment to academic excellence, faith integration, collaboration, and preparing future educators to serve schools, families, and communities with professionalism and purpose. The Teacher Education program at OBU is accredited by the Council for the Accreditation of Education Preparation (CAEP) and by the Office of Education Quality and Accountability (OEQA).

### **Essential Functions:**

#### **Teaching and Instruction**

- Teach in-person undergraduate courses in Elementary Education, Early Childhood Education, and Professional Education.
- Design engaging, developmentally appropriate, and standards-aligned learning experiences for teacher candidates.
- Integrate Christian faith and worldview naturally throughout instruction and professional practice.
- Maintain current course syllabi, assignments, and learning materials aligned with state and accreditation expectations.
- Utilize effective instructional technology and best practices in teaching and learning.

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- Provide timely feedback and assessment of candidate performance.
- Manage all courses using the institution's learning management system – Canvas.

### **Advising and Student Support**

- Serve as an academic advisor for teacher education candidates.
- Maintain regular office hours and provide support and mentoring for students.
- Assist candidates with program planning, certification requirements, and professional development opportunities.
- Support students during clinical experiences, internships, and student teaching placements.

### **Service and Collaboration**

- Participate in School of Education meetings, committees, accreditation work, and university service opportunities.
- Collaborate with faculty on program development, curriculum alignment, and assessment initiatives.
- Assist with recruitment, retention, and partnership activities with schools and community organizations.
- Participate in professional organizations, conferences, and ongoing professional growth activities.
- Support recruitment events, advising days, and School of Education activities
- Engage in scholarly activities (e.g. presentations, publications, etc.).

### **Accreditation and Assessment**

- Contribute to accreditation processes including CAEP, OEQA, and program review initiatives.
- Assist with data collection, assessment reporting, and continuous improvement efforts.
- Maintain knowledge of current Oklahoma certification requirements, standards, and educational best practices.

### **Other Duties:**

- Maintain knowledge of current Oklahoma certification requirements, standards, and educational best practices.
- Participate within the campus community, serving on committees as assigned.
- Participate fully in campus faculty development opportunities.
- Demonstrate potential for academic leadership, including possible consideration for administrative roles in program coordination or oversight.
- Interest or experience in leading or developing online graduate-level programs (such as an online Master of Arts in Teaching program) is a plus.
- While this is an in-person position, there is potential for some online instruction at the undergraduate or graduate level.

### **Required Qualifications:**

- Master's degree in education or related field required; doctorate strongly preferred.

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- Current teacher certification in Elementary Education required; additional Early Childhood certification preferred.
- Knowledge of Oklahoma Academic Standards and teacher preparation expectations.
- Strong communication, organizational, and interpersonal skills.
- Commitment to collaboration, mentoring, and professional excellence.

### **Education:**

**Required:** Master's degree in Education or a related field.

**Preferred:** Doctorate degree in Education or a related field.

### **Experience:**

#### **Required:**

- Minimum of three years of successful classroom teaching experience in a PK-12 school setting.

#### **Preferred:**

- Higher education teaching experience.
- Experience supervising teacher candidates or mentoring novice teachers.
- Experience teaching higher education courses in person, online, and/or hybrid formats.
- Demonstrated commitment to faith integration in education.
- Familiarity with accreditation processes and assessment systems.

### **Special Requirements:**

- Must be a member of a local evangelical\* Christian church.  
\*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for "Faculty Applications" on the OBU website at:  
<https://www.okbu.edu/hr/jobs.html>

### **OBU Benefits Summary:**

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at [HR@okbu.edu](mailto:HR@okbu.edu).