

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Director of Graduate Teacher
Education

Online, Nontraditional, &
Graduate Education
Programs; School of
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: Oklahoma Baptist University seeks a dynamic, mission-driven Administrative Faculty member to serve as the Director of Graduate Teacher Education. This position will provide leadership for graduate education programs in the School of Education, including the Master of Arts in Teaching, the alternative certificate program (ACCESS), and future programs such as a Master of Educational Leadership and Doctorate in Education. The Director will oversee program operations, student support, recruitment, program development, and strategic growth. This role is designed to strengthen support for current and prospective graduate students while advancing the School of Education's online, nontraditional, and graduate offerings. The position includes both teaching and administrative responsibilities, with an anticipated 50/50 split that includes approximately six credit hours of teaching per semester.

The Director will report to the Dean for Online, Nontraditional, and Graduate Education, serve as a faculty member in the School of Education, and work with the Director for Teacher Education on curricular oversight related to specialized accreditation. 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:

Graduate Program Leadership and Operations

- Provide leadership for graduate teacher education programs, including the Master of Arts in Teaching and ACCESS programs.
- Oversee day-to-day operations for the MAT and ACCESS programs.
- Collaborate with School of Education faculty and leadership to ensure graduate programs reflect institutional mission, program goals, and professional standards.
- Coordinate onboarding and advising for new MAT and ACCESS students.
- Serve as a primary point of contact for current and prospective graduate teacher education students.

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- Answer prospective student questions and provide timely communication regarding program requirements, admission pathways, course sequencing, and licensure expectations.
- Collaborate with faculty, staff, and administrators to ensure quality and consistency in graduate program delivery.
- Assist with scheduling, course planning, staffing needs, and communication specific to graduate education programs.
- Maintain accurate records and documentation related to advising, student progress, and program operations.
- Support coordination between graduate programs and relevant undergraduate or integrated pathways, including students pursuing integrated MAT options.

Program Development and Strategic Growth

- Provide leadership for the future development of graduate education offerings, including potential programs such as a Master of Educational Leadership and Doctorate in Education within the School of Education.
- Collaborate with School of Education and graduate administrative leadership to identify opportunities for program expansion and innovation.
- Support efforts to develop graduate programs that respond to the needs of schools, districts, adult learners, and education professionals.
- Develop and oversee a Graduate Teacher Education Program Handbook.
- Contribute to strategic planning related to graduate teacher education enrollment, partnerships, and long-term program growth.
- Assist in developing pathways that connect undergraduate teacher education students, integrated MAT students, school partners, and other prospective students to graduate education opportunities.

Teaching Responsibilities

- Teach approximately six credit hours per semester in graduate or teacher education programs.
- Ensure courses reflect best practices in online pedagogy, graduate education, and teacher preparation.
- Provide timely feedback, meaningful engagement, and academic support to students.
- Contribute to course development, revision, and continuous improvement in alignment with university expectations and accreditation standards.
- Model effective teaching practices for online, adult, nontraditional, and graduate learners.

Recruitment, Partnerships, and External Engagement

- Plan, assist with, and participate in recruitment events for graduate teacher education programs, including grant writing for such events.
- Support major recruitment initiatives such as Crash Course in Teaching, a summer Teacher Literacy Academy, ACSI events, RestorEd, Avedis Celebrate Educators events, school partnership events, and other relevant opportunities.
- Collaborate with Marketing and Communications, Admissions, and Advancement by providing program input when requested.
- Help develop clear and compelling communication about graduate education programs for prospective students and external partners.
- Collaborate with the admissions office and other relevant campus offices and personnel for recruitment and retention of new students and school partnerships.

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- Collaborate with stakeholders and partners to construct mutually beneficial P-12 school and community arrangements for clinical and candidate preparation.

Accreditation & Assessment

- Serve on the Teacher Education Committee, representing advanced programs.
- Oversee accreditation efforts for advanced graduate education programs in collaboration with the Executive Director for Teacher Education, Director of Teacher Education Assessment & Accreditation, faculty, and other university personnel.
- Support specialized accreditation processes related to advanced programs, including CAEP, OEQA, SPAs, state licensure requirements, and other relevant standards.
- Contribute to assessment, data collection, reporting, and continuous improvement processes to maintain a quality assurance system for graduate education programs.
- Ensure graduate teacher education programs remain aligned with institutional, state, accreditation, and licensure expectations.
- Use data-informed decision-making and stakeholder feedback to improve student success, program quality, and program outcomes.

Collaboration and Institutional Service

- Participate in the Council for Online, Nontraditional, and Graduate Education Programs.
- Collaborate regularly with the Dean for Online, Nontraditional, and Graduate Education.
- Work closely with the Director for Teacher Education on curricular matters related to specialized accreditation.
- Serve as a faculty member within the School of Education and participate in faculty meetings, committees, and initiatives as appropriate.
- Collaborate with faculty, admissions staff, marketing personnel, advancement staff, school partners, and other stakeholders to support graduate education programs.
- Participate in campus faculty development opportunities.
- Contribute to university and School of Education committee work and initiatives as assigned.

Other Duties:

- Remain professionally active through appropriate conferences, professional organizations, presentations, scholarship, or service.
- Stay current on trends in teacher education, graduate education, online learning, school partnerships, and educator preparation.
- Perform other duties as assigned in support of the mission of the university and the School of Education.

Required Qualifications:

- Must hold a current teaching and administrative license or relevant education-related licensure.
- Experience in teacher education, PK–12 education, graduate education, online education, or a related field.
- Demonstrated ability to teach in higher education or professional education settings.
- Strong organizational, communication, and interpersonal skills.

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- Student-centered mindset with a commitment to graduate student success, retention, and completion.
- Ability to manage multiple priorities, programs, deadlines, and stakeholder relationships.
- Strong problem-solving and data-informed decision-making skills.
- Effective use of technology in online teaching, communication, and program management.
- Commitment to the mission of Oklahoma Baptist University.

Education:

- **Required:** Doctorate in Education or a related field, or active progress toward completion of a terminal degree.
- **Preferred:**

Experience:

Required:

- Must hold a current teaching and administrative license or relevant education-related licensure.
- Experience in teacher education, PK–12 education, graduate education, or a related field.

Preferred:

- Current principal and/or superintendent license or relevant education-related licensure.
- Experience in public and/or private school administration.
- Experience teaching in online, hybrid, graduate, or adult-learning formats.
- Experience with graduate program leadership, program development, or academic administration.
- Experience with alternative certification or nontraditional teacher preparation pathways.
- Experience with CAEP, OEQA, state licensure requirements, and/or advanced program accreditation.
- Experience developing or leading master's or doctoral programs in education.
- Experience supporting diverse, adult, online, or nontraditional student populations.
- Experience with recruitment, school partnerships, and educator pipeline development.

Physical Requirements:

- This will be a 12-month faculty appointment.
- The position may be eligible for remote or hybrid work, depending on institutional needs.
- Occasional travel or on-campus presence may be required for meetings, trainings, or events.

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>

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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.