



JOB DESCRIPTION - DIRECTOR OF TEACHER PREP EDUCATION PROGRAM

General Description/Primary Purpose:

The Director of the Teacher Prep Education Program supports students pursuing the Bachelor of Applied Science in Teacher Education and related degrees, micro-credentials, or certificates by providing academic advising, program guidance, and technical assistance. The Director is responsible for recruiting qualified candidates, monitoring student progress, and promoting retention and completion. Key responsibilities include overseeing field experience placements, ensuring compliance with state certification standards, and supporting accreditation efforts. The Director also leads the development, implementation, and ongoing maintenance of the program curriculum to ensure alignment.

Classification: Full-Time Faculty

Academic Rank: Instructor

Salary: Commensurate with qualifications, education, and experience, plus full fringe benefits.

Appointment: 10-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with a low cost of living and numerous natural attractions, which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC provides the best of both worlds: small-town life with access to big-city offerings.

Description of Duties and Tasks:

1. Demonstrate scholarly standards of academic excellence and rigor, with a commitment to high-quality instruction and program integrity.
2. Lead the development, implementation, and continuous improvement of the Teacher Prep Education Program curriculum to align with state certification requirements, accreditation standards, and best practices in teacher education.
3. Oversee the administration and adherence to grant requirements.
4. Recruit, advise, and support teacher candidates through program completion, implementing strategies to enhance persistence, retention, and graduation.

5. Support the mission of the college by fostering student learning, personal growth, professional success, and community engagement.
6. Foster collaboration with K–12 schools, CareerTech centers, advisory committees, and internal college departments to strengthen program relevance and support educator workforce needs.
7. Monitor and assess student learning outcomes and program effectiveness; contribute to campus-wide assessment and strategic planning efforts (e.g., Taskstream).
8. Coordinate all aspects of field experience placements and maintain compliance with state certification standards.
9. Maintain up-to-date, well-organized course syllabi in coordination with full-time and adjunct faculty, in accordance with guidelines from Academic Affairs.
10. Develop and maintain a curriculum that reflects current research, inclusive practices, and content knowledge within the educator preparation field.
11. Promote cultural competency and equity in curriculum, instruction, and student support.
12. Incorporate the use of the Academic Resource Center and make recommendations for instructional materials and library acquisitions.
13. Provide regular, accessible student support through virtual and/or in-person office hours based on course delivery modality.
14. Participate in professional development opportunities and remain current on developments in teacher education and certification.
15. Serve on institutional committees, contribute to campus initiatives, and support relevant student organizations and extracurricular activities.
16. Support departmental budgeting, textbook selection, supply inventory, and instructional planning.
17. Serve as a mentor to adjunct instructors, ensuring quality and consistency across all delivery formats.
18. Initiate, plan, and manage all academic offerings within the program, collaborating with faculty, division leadership, and Academic Affairs.
19. Maintain 24/7 reliable internet access to fulfill remote instruction and administrative responsibilities when necessary.
20. Complete required NIMS training (IS-700.a and IS-100.HE) prior to or upon employment.
21. Perform other duties as assigned by the supervisor or the Office of Academic Affairs.
22. Lead and facilitate annual program reviews, prepare accreditation and compliance reports, and ensure alignment with Oklahoma State Department of Education (OSDE) requirements and relevant accrediting bodies.

23. Maintain an active Teacher Prep Education Advisory Committee that meets at least once annually to review program goals, curriculum alignment, and regional workforce needs.
24. Represent the program at recruitment events, community education forums, and local, state, or regional teacher preparation meetings to promote program visibility and advocacy.
25. Work with Financial Aid and other support services to connect students with funding, scholarships, and certification exam assistance.

Required Knowledge, Skills, and Abilities:

Individuals must possess the following knowledge, skills, and abilities, or demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodations, using an equivalent combination of experience and competencies:

- Experience fostering a sense of belonging in the workplace and in serving students and stakeholders from a variety of backgrounds and life experiences.
- Excellent oral and written communication skills, with the ability to communicate clearly and professionally with students, faculty, staff, administrators, and community partners.
- Demonstrated ability to respect confidentiality and handle sensitive information with discretion.
- Commitment to a service-oriented attitude toward students, colleagues, and the campus community.
- Willingness to learn and apply state-of-the-art technologies in instruction, advising, and communication.
- Strong troubleshooting, analytical, and problem-solving skills to manage the dynamic demands of academic and administrative responsibilities.
- Flexibility, adaptability to change, and a readiness to take on new or evolving assignments.
- Willingness to engage in college-sponsored community service initiatives and outreach activities.
- Exceptional critical thinking and sound judgment in balancing multiple responsibilities and addressing student or programmatic needs.
- Ability to thrive in a fast-paced, mission-driven, and evolving educational environment.
- The capacity to work independently while also collaborating effectively as part of a team.
- Strong commitment to Murray State College's mission and to supporting student success across diverse populations.
- Demonstrated professionalism, organizational skills, and attention to detail in managing program goals and responsibilities.
- High level of emotional intelligence, openness to feedback, and self-awareness in leadership and collaboration.
- Passion for improving access to quality educator preparation and for supporting the goals of programs such as the Scholars for Excellence in Child Care.

Other Ergonomic Requirements:

Performance of job functions related to instruction requires seeing, hearing, and speaking, as well as some amount of stooping, reaching, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

Generally, weekday (Monday through Friday) hours and evenings will vary to achieve 37.5 hours per week. Occasionally, responsibilities require work on weekends and/or beyond these hours. Some travel will be required. Office hours are required to allow for student interaction. Hours may change from semester to semester depending on student schedules and needs. Other professional activities can be scheduled by college policy and in cooperation with the Supervisor and the Office of Academic Affairs.

Qualification Standards:

- 1. Minimum Education Required:** Master's degree in Education, Teacher Preparation, Early Childhood Education, or a closely related field, with a minimum of 18 graduate credit hours relevant to educator preparation.
- 2. Experience Preferred:** Doctorate (PhD or EdD) in a related field; valid teaching license; and/or at least two years of successful teaching experience, ideally including work with teacher candidates or in educator preparation programs. Experience with online or distance education and fostering a sense of belonging among students and stakeholders from varied backgrounds is highly desired.
- 3. Professionalism:** Faculty at MSC are expected to demonstrate dedication to teaching and exhibit professional competence, integrity, and enthusiasm in fulfilling all responsibilities.
- 4. Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional appearance at all times while performing their duties.
- 5. Background Check:** The successful candidate must consent to a formal background check, with employment contingent upon satisfactory results of national criminal and sex offender registry screenings.

Application Process:

1. Letter of Application
2. Resume
3. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Murray State College employment application.
5. MSC Background Consent Form.

Submit the application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, OK 73460
MSCemployment@mscok.edu

Application Deadline: Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

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