

*Attention: Template should be used as a guide for the development of a job description.*

POSITION TITLE: Ranked Educator

DEPARTMENT: Academic School/Department

DIVISION: Academic Division

POSITION REPORTS TO: Dean/Chair of School/Department

EMPLOYEE CLASSIFICATION: Faculty (Exempt, Full-Time, 9month/1560)

POSITIONS THAT REPORT TO THIS POSITION: N/A

**UNIVERSITY DOCTRINAL POSITION:**

All job applicants should be aware that Cedarville University is a private religious employer which holds specific doctrinal positions. All employees of Cedarville University must be in full agreement with the doctrinal positions of the University and agree to live by workplace lifestyle standards. The University reserves the right to refuse or discontinue employment to any individual who does not agree with the doctrinal positions of the University or abide by the General Workplace Standards and Community Covenant. Employees are to meet the general hiring expectations of a personal relationship with Jesus Christ. Employees are further expected to maintain membership and service in a local church of like faith and practice to the University's doctrinal positions consistent with the University's Church Membership Expectations.

POSITION SUMMARY DESCRIPTION:

Cedarville University ranked educators equip students for life-long leadership and service by developing students who 1) glorify God; 2) think broadly and deeply; 3) communicate effectively; 4) develop academically and professionally; and 5) engage for Christ.

ESSENTIAL FUNCTIONS OF THE POSITION:

*(These functions are the primary job responsibilities and duties that a qualified individual must be able to perform, either with or without accommodation.)*

* Twenty-four semester credit hours of teaching responsibility or equivalent each academic year of two semesters
* Maintain academic credentials and discipline specific research/methodology/pedagogy
* Working knowledge of biblical texts and the appropriate discipline specific integration
* Academic advice and counsel to students within an academic discipline
* Committee membership and professional activity

NON-ESSENTIAL FUNCTIONS:

*(The duties listed here are important, but are not considered essential to the position.)*

* Serve as a club or class advisor
* Assist academic leadership with special assignments, as directed

QUALIFICATIONS:

*(This section should address education, experience, analytical ability, software usage, etc.)*

* Terminal degree in discipline or no less than a master degree in discipline
* Strong interpersonal skills and the ability to work as a team member
* Excellent written and oral communication skills
* Documented successful teaching experience
* Committed to biblical integration in and out of the classroom

REQUIRED MENTAL/PHYSICAL ABILITIES:

*(Requirements should relate to the essential functions and location of the position. For example, if the person is required to present oral presentations, you may list “Must be able to speak to a group of people for a period of up to one hour” as a physical requirement.)* ***Related ADA Note:*** *If an employment decision is challenged under an employment discrimination law, such as the ADA, the University may be required to demonstrate that the requirement is job related and consistent with business necessity; thus, it would be recommended to include only those qualifications that can be defended by linking the qualifications to the job’s essential duties.*

* Must be able to stand and speak to small or large audiences for more than an hour
* Must be able to maneuver stairs due to the location of varying work areas
* Must be able to communicate in person, on the phone and through advanced technological means
* Must be able to facilitate dialogue, using verbal or written communication
* Must be able to maneuver between work spaces in varying weather conditions
* Must be able to bend in order to access files
* Must be able to lift up to 20 pounds on occasion
* Copying, typing, keyboarding, hearing, speaking and listening skills are required

ENVIRONMENTAL CONSIDERATIONS:

*(Conditions not related to standard office environment should be listed here. Examples may include such considerations as: exposure to chemicals for lab management, etc.)*

* Work is performed in an education environment
* Periodic interactions with inclement weather
* Discipline specific interactions with managed chemical-rich environments (Ex: science labs, pharmacy labs, engineering labs)

**REQUIRED SIGNATURES:**

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Supervisor Date

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Employee Date

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University Human Resources Representative Date

*Any time a job has been modified, the updated revisions for the position description will need to be sent to University Human Resources for finalization.*

**Cedarville University is an Equal Opportunity Employer.**