

**Visiting Assistant Professor of K-12 Administrative License Program
Non Tenure-track
Advanced Degrees Department**

Hamline University's School of Education (HSE) seeks a half-time Visiting Assistant Professor of K-12 Administrative Licensure in the Advanced Degrees Department starting 2014-2015. HSE seeks candidate with a Minnesota Administrative License or the ability to obtain a MN Administrative License. Candidates must have direct experience as an administrator and those with experience in multicultural settings are preferred. The appointment begins August 2014 and is renewable annually based on performance.

Summary of Duties:

- Teach primarily online with some face-to-face sessions in the Administrative License program.
- Engage in program advising for administrative licensure candidates.
- Support coordinator in promotion, improvement, maintenance, and evaluation of the program.
- Supervise student field experiences and develop and maintain district partnerships.
- Conduct Exit Interviews for MN Administrative License.
- Work collaboratively with program coordinator and adjunct faculty.

Required Qualifications:

- MN Superintendent License
- Master's Degree
- A minimum of 3 years of experience in a role that requires the K-12 superintendent license.
- Demonstrated experience in integrating technology in the classroom and experience with online teaching
- Knowledge of 21st-century learning outcomes and learning environments
- Knowledge of and experience in adult learning practices and building communities of learners.

Preferred Qualifications:

- MN Director of Special Education License
- Doctorial degree
- A minimum of 3 years of experience in a role that requires the Director of Special Education license
- Demonstrated experience working effectively with diverse adult learners.
- Has served as a mentor for leaders in P12 schools and districts.
- Experience teaching in higher education settings.



Application Process

Apply electronically to: hujobs@hamline.edu Please submit the following:

- A cover letter (no more than 3 pages) describing qualifications and experience as they relate to the specific requirements and responsibilities of the position.
- Current CV that includes your MN Educator License number and a list of the full names, phone numbers, and e-mail addresses of at least three professional references.

Only electronic applications will be forwarded to the Search Committee for review.

Applications submitted by April 4, 2014, will receive priority consideration. Review of applications will begin immediately and will continue until the position is filled. Meeting the minimum qualifications for this position does not guarantee an interview. Only qualified candidates will be contacted for phone and on-campus interviews.

For more information about Hamline University, visit our website at: www.hamline.edu

Hamline University is an equal opportunity/affirmative action employer and welcomes all persons who are committed to social justice, service learning, and community-based, action-oriented processes.