Franklin College invites applications for the full-time, 12-month, exempt position of Director of Transition to Teaching Program – Secondary Education, reporting to the Director of Teacher Education. The Director will administer the Transition to Teaching program leading to Indiana state licensure in secondary education (5-12). The position also involves teaching, advising, marketing, and student recruitment.

**ESSENTIAL FUNCTIONS:**

- Administer the Transition to Teaching program for Secondary education;
- Answers questions and provides direction to the Transition to Teaching Program;
- May teach pedagogy and content teaching courses related to: educational theory and foundations, educational psychology, and specific content methodology;
- Provide instruction and mentoring of departmental faculty in the hybrid delivery of coursework;
- Provides strong, dynamic academic and administrative leadership for the Transition to Teaching Program;
- Trains, supervises, evaluates, and directs the work of students involved in the Transition to Teaching program;
- Attend Education Department meetings;
- Follow and abide by all safety rules and regulations;
- Regular attendance and timeliness;
- Other duties as needed or assigned.

**MINIMUM QUALIFICATIONS:**

- Master’s degree required; doctorate preferred
- Secondary 5-12 teaching license, preferred
- Experience in secondary 5-12 education or higher education preferred
- Up-to-date knowledge of state and national accreditation
- In-depth understanding of current state and national teacher education issues and research
- Experience delivering online or hybrid instruction
- Excellent verbal and interpersonal skills.
- Ability to adapt to quickly changing environments.
- Excellent organizational and multitasking skills.

**APPLICATION PROCESS:**

Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Interested candidates should submit a complete application including letter of interest (relating experiences to the required qualifications and responsibilities of the position), current resume, valid Indiana educator licensing
information, and contact information for three professional references. Submit a complete application (electronic submissions preferred in Word or PDF) via the application link – Franklin College Staff Application.

Questions may be submitted to:

Human Resources
Franklin College
101 Branigin Blvd.
Franklin, IN 46131
humanresources@FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.