

CENTRAL CHRISTIAN COLLEGE OF KANSAS

POSITION ANNOUNCEMENT: TEACHER EDUCATION ASSISTANT

VISION, MISSION, AND PURPOSE

Central Christian College of Kansas is a mission driven institution committed to providing a Christ-Centered Education for Character. As such, Central Christian seeks like-minded individuals, committed to Christian Service and Discipleship, in order to sustain a campus community focused on our vision to provide a transformative educational experience, rooted in Christ, to any person desiring to become a faithful steward of heart, mind, soul, and strength.

Founded in 1884, Central Christian College of Kansas maintains a residential program in McPherson, Kansas, though its mission extends much further through its online and graduate programs. CCKK is affiliated with the Free Methodist Church of North America and welcomes all students regardless of gender, race, ethnicity, disability or economic status. In the same way, Central Christian recognizes the benefits of maintaining a diverse faculty and staff, representing the creativity of a loving and innovative God, and who can provide a wide spectrum of perspectives and experiences. We specifically encourage inquiries from candidates from racial and ethnic backgrounds that are currently underrepresented on our faculty and staff.

SUMMARY DESCRIPTION

Central Christian College is seeking an Assistant for the Teacher Education Department. Reporting directly to the Chair of the Teacher Education Chair, this position provides general clerical support to the Education Department and assists with the oversight of all practicum and field experience processes for the department, including coordination with PreK-12 partners to place students in diverse field experiences. This individual will also provide data management and record-keeping related to teacher education candidate portfolios and assessment processes.

This is a part time non-exempt staff position, for 20 hours/week. The pay rate is based on credentials and experience. Part-time employees may be eligible for certain benefits. Beyond those measurable benefits, CCKK is a great place to work, with dedicated faculty and staff serving with whole hearts, shaping the next generation of Christian leaders.

As a member of the Association of Free Methodist Educational Institutions and recognizing that College's commitment to its vision and mission, all employees are required to affirm of the College's evangelical statement of faith and lifestyle expectations. The applicant should consider the missional perspective of the College, before applying (<https://www.centralchristian.edu/about/>).

Additional requirements include:

- Must have High School Diploma, Bachelor's degree preferred
- Proven history of strong, decisive, and collaborative leadership working with faculty, students, staff, administrators, and external stakeholders
- Experience working with and mentoring and working across diverse groups of faculty, staff, and students
- Testimony validating a saving faith in Jesus Christ and a growing awareness of His Lordship (John 3:3, 1 Peter 1:23)
- Affirm alignment with the vision and mission of the College, its heritage, its Statement of Beliefs, its Values, and Lifestyle Expectations

Interested candidates should submit a cover letter describing their interest in the position and qualifications for this specific position, a resume or curriculum vitae, statement of faith, and the contact information for two professional references and one character reference (include phone and email). **All applications and nominations will be considered highly confidential.** All nominations and applications should be mailed electronically to katherine.potter@centralchristian.edu. The position will remain open until filled.

For a full job description, visit: <https://www.centralchristian.edu/employment/>.

Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. Therefore, the College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).