

Assistant Director and Advisor, History and Social  
Sciences Secondary Educator Licensure Programs (1882)  
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=201135>

Downloaded On: Sep. 29, 2023 6:50am

Posted Dec. 8, 2022, set to expire Dec. 7, 2023

<b>Job Title</b>	Assistant Director and Advisor, History and Social Sciences Secondary Educator Licensure Programs (1882)
<b>Department</b>	History
<b>Institution</b>	Northern Illinois University DeKalb, Illinois
<b>Date Posted</b>	Dec. 8, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director Lecturer/Instructor
<b>Academic Field(s)</b>	History - General
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**Job Description**

**Position Summary**

The Assistant Director and Advisor for History and Social Sciences Secondary Educator Licensure Program is responsible for the overall efficiency and functioning of the History and Social Science Secondary Education Licensure program as well as advising the students, enrolled in the program.

The Assistant Director will also collect and analyze student data, reporting this information to the Program Director. They will represent the Secondary Education Licensure program in different committees and subcommittees. This position reports directly to the Director and Advisor for the History & Social Sciences Secondary Educator Licensure program.

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### **Essential Duties and Responsibilities**

- Maintains program advising materials and works in conjunction with Program Advisor and Program Director to ensure program web content is up-to-date and accurate.
- Responsible for keeping program up to date with all ISBE, NCSS, and CAEP policies and practices with guidance from the Program Director.
- Conducts semester grade checks for all licensure students enrolled in the program, updates files, and follows up with students as necessary. Advises students enrolled in first, second, third, and fourth semesters of program sequence
- Collects and analyzes student performance data on a semester basis. Writes mandatory annual reports for university, state, and national accreditation needs with Program Director.
- Priorities and work methods are set by the individual in this position with guidelines from program Director. Applicable guidelines include university procedures manual, program and departmental procedures, guidelines and procedures from State and CLA&S.
- This employee has regular contact with students, faculty, other advisors and non-university personnel and acts as a program representative.
- Is required to teach:
  - ILAS 201: Introductory Clinical Experience;
  - HIST 359 History of Illinois.
- May be asked to teach the following courses, as department needs require (must meet teaching qualifications):
  - HIST 401/501: Third Clinical School Experience in History/Social Sciences;
  - HIST 496/596: Hist. and Social Sci. Inst. for Secondary and Middle Grades Educators.
  - HIST 591M: Special Topics in History: US/Illinois History

### **Minimum Required Qualifications**

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

- Master's degree, or higher, in one of the seven social sciences (Economics, Geography, History, Political Science, Psychology, Anthropology, or Sociology), or secondary education with an emphasis in social sciences
- One (1) year of full-time Social Science teaching experience at Secondary education level.
- Illinois Secondary Social Science Teaching License
- Qualified to teach the following courses:

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- ILAS 201: Introductory Clinical Experience;
- HIST 359: History of Illinois.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSAs)**

1. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
3. Skill in analyzing information and evaluating results to choose the best solution and solve problems.
4. Skill in scheduling events, programs, and activities, as well as the work of others.
5. Skill in oral and written communication.
6. Ability to adjust actions in relation to others' actions.
7. Ability to listen to and understand information and ideas presented through spoken words and sentences.
8. Ability to apply general rules to specific problems to produce answers that make sense.
9. Ability to develop specific goals, plans to prioritize, organize, and accomplish tasks.
10. Ability to work effectively with staff, the public, and outside constituency groups.
11. Ability to effectively plan, delegate, and supervise the work of others.
12. Ability to utilize various computer software packages, such as Accounting Software, query, etc.
13. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems.
14. Ability to analyze and develop guidelines, procedures, and systems.

### **Preferred Qualifications**

- Administrative and teacher evaluation experience preferred;
- Demonstrated knowledge of the standards and practices of the Illinois state secondary teacher licensure process preferred;
- Qualified to teach the following courses as staffing needs require:
  - HIST 401: Third Clinical School Experience in History/Social Sciences
  - HIST 496: Hist. and Social Sci. Inst. for Secondary and Middle Grades Educators
  - HIST 591M: Special Topics in History: US/Illinois History



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**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

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