

ART EDUCATION HEAD FACULTY + PLACEMENT  
COORDINATOR | FULL-TIME NON-TENURE TRACK  
FACULTY

Rocky Mountain College of Art + Design

Direct Link: <https://www.AcademicKeys.com/r?job=187587>

Downloaded On: Aug. 14, 2022 9:21am

Posted Jun. 21, 2022, set to expire Oct. 22, 2022

**Job Title** ART EDUCATION HEAD FACULTY + PLACEMENT COORDINATOR | FULL-TIME NON-TENURE TRACK

**Department** Art Education

**Institution** Rocky Mountain College of Art + Design  
Lakewood, Colorado

**Date Posted** Jun. 21, 2022

**Application** Open until filled

**Deadline**

**Position** Available immediately

**Start Date**

**Job Categories** Department Head/Head/Chair

**Academic Field(s)** Art Education

**Job Website** <https://recruitingbypaycor.com/career/JobIntroduction.action?clientId=4028f88b2f0a1c35012fb8>

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**Job Description**

Location: Denver, CO Salary: \$52,000 - \$62,400

The Art Education Head and Placement Coordinator facilitates courses for undergraduates and serves

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as the secondary administrator to the program department. The individual is responsible for teaching and advising students, faculty mentoring and support, curriculum development, committee assignments, and related administrative responsibility. To allow for the administrative duties of the position, the Art Education Head + Placement Coordinator teaches a reduced course load as outlined in the Academic Affairs Manual.

The Art Education Head + Placement Coordinators works closely with multiple educational stakeholders to support RMCAD's students' field placements. The individual will collaborate with faculty, school districts, principals, mentor teachers, and students to complete the logistical components of completing Field Experience Hours and the final Student Teaching experience.

ESSENTIAL DUTIES & RESPONSIBILITIES:  
TEACHING + INSTRUCTION

Adhere to the Faculty Teaching Load Policies as outlined in the Academic Affairs Manual

The full-time teaching workload for this position is teaching one course for four out of six terms. Course assignments may be on campus or online

Adhere to the Faculty Responsibilities as outlined in the Academic Affairs Manual, specifically "Faculty Responsibilities" including the completion of the Faculty Certification Course, Course Set-up, Anchor Early Alert System, Grading and Evaluating Student Progress, Student Communication, Office Hours, Contact Hours, and Class Cancellations  
Comply with all administrative and classroom policies, procedures and instructional deadlines as outlined in the Academic Affairs Manual  
Demonstrate effectiveness of instruction (as measured by students, supervisor(s), and self-evaluations)  
Support the student-ready paradigm and carry out RMCAD's Philosophy of Teaching and Learning  
Pursue ongoing learning to stay current in content, pedagogy + instruction with a focus on anti-racist, culturally sustaining, and accessible approaches  
Accept course assignments sent by the Director of Academic Support in a timely manner  
All faculty policies, as set forth in the Academic Affairs Handbook, the Faculty Performance Appraisal, and PDP Plan, apply to the guidance, execution, and evaluation of faculty duties.

ART EDUCATION HEAD + PLACEMENT COORDINATOR

Adhere to institutional and departmental policies as outlined in the RMCAD Academic Catalog and the

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Academic Affairs Manual. Conduct oneself in a professional manner that reflects campus-wide culture and community.

Serve as the Art Education Placement Coordinator&nbsp;

Organize and supervise all aspects of placement coordination including the identification and vetting of placement options, interviewing and supporting cooperating teachers, maintaining district contracts, organizing payment for mentor teachers&nbsp;&nbsp;

Create and maintain legal contracts for cooperating teachers and districts in Colorado and across the United States.&nbsp;

Create and maintain relevant training videos for cooperating teachers

Write and distribute student verification, letters to districts and principals&nbsp;

Utilize up-to-date technologies to facilitate mentor teacher contracts, payment, and other organizational tasks

Oversee the process for completing student fingerprint-based background checks

Receive and organize field experience student permission forms and verifying hours per term

Provide assistance in programmatic management including student and faculty oversight&nbsp;

Complete course setup checks&nbsp;

Provide oversight assistance, data collection, and reporting for meeting programmatic accreditations (CDE/CDHE) and assessment requirements&nbsp;

Organize a curriculum Art Education Advisory Board and lead Advisory Board meetings&nbsp;

Organize and participate in outreach activities including Open Houses, Orientations, Webinars, and Presentations&nbsp;

Attend Instructional Affairs Committee and Program Review and Assessment Committee meetings as appropriate

Support the Institutional Mission, Vision, and Value Statements, the Diversity Statement and Diversity within the Curriculum Statements, and the Department Mission&nbsp;

Follow and ensure that institutional and departmental policies are upheld including federal regulations such as FERPA and Title IX&nbsp;

Engage in committee work (college committee membership, including work done outside of committee meetings, is an expectation)&nbsp;

Advise students in academics, career options, and outreach/community activities and opportunities&nbsp;

Participate in program reviews and course and curricular development&nbsp;

Participate in academic assessment and program review&nbsp;

Engage with community organizations and associations that further and promote RMCAD&nbsp;

Attend college events, meetings, and training sessions as determined by the Senior Vice President of Academic Affairs, the President, Deans, and Department Chair

Key Performance Indicators, Objectives, and key results, behaviors and attitudes.

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Contribute to quantitative and qualitative Key Performance Indicators (KPI's) as detailed in Departmental Quarterly Review Meetings (QRMs) &nbsp;;  
Participate regularly in and contribute to departmental Objectives and Key Results (OKR) Processes (Collaboration, Innovation, Prioritization of Individual Tasks, Action) &nbsp;;  
Reflect behaviors and attitudes consistent with RMCAD's Mission, Vision, and Values

OTHER DUTIES AS ASSIGNED &nbsp;;

&nbsp;;

PREFERRED QUALIFICATIONS:

Possess an Academic Degree relevant department area/coursework with the degree at least one level higher than the degree level teaching (with exception of programs for terminal degrees Or when equivalent experience is established. In Terminal Degree Programs, Faculty Members must possess the same level of degree (assumed Practice B. Teaching And Learning: Quality, Resources, And Support, HLC).

Master's degree from a regionally accredited institution of higher learning; or equivalent combination of education and professional industry experience (see the "Faculty and Subject Matter Expert Roles + Qualifications" policy in the Academic Affairs Manual). In cases where faculty members have not earned the required educational credentials, the Program Department Chair / Hiring Manager uses the "Faculty Tested Experience Rubric" to evaluate a candidate's equivalent experience, identify the minimum threshold of experience, and record justification. The Instructional Affairs Committee (IAC Chairs) must approve all evaluations before an offer or appointment can be extended to the candidate. The Office of Human Resources retains original copies of the "Faculty Tested Experience Rubric." &nbsp;; Minimum of 5 years of prior teaching experience in higher education level setting with online teaching experience preferred

Discipline-specific proficiencies (may include but not limited to specific software, tools/materials, writing style/formatting guidelines) required &nbsp;;

Demonstrated proficiency with Microsoft Office and Google Suite preferred &nbsp;;

Significant professional experience at the national level preferred &nbsp;;

Experience in anti-racist, culturally sustaining, and accessible practices in art education

Experience in assessment, regional and programmatic accreditation, and/or online education preferred  
K-12 teaching experience

Student Teaching Coordination experience: &nbsp;;

Experience working with student teachers, mentor teachers, and principals &nbsp;;

Teacher accreditation experience and knowledge



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**Contact Information**

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

**Contact** Chair of Art Education  
Art Education  
Rocky Mountain College of Art + Design  
1600 Pierce Street  
Lakewood, CO 80214

**Phone Number** 303-567-7317  
**Contact E-mail** [jgawronski@rmcad.edu](mailto:jgawronski@rmcad.edu)