

## Draft CSP Lecturer Job Description

**Job Title:** Part Time lecturer in School Counseling and School Psychology

**Department:** Attallah College

**Category:** Faculty

**Status:** Part-Time

### General Information

Chapman University's Attallah College of Educational Studies seeks applications for part-time lecturer who has the ability to teach one or two courses in the Counseling and School Psychology (CSP) programs, beginning August 2018. Courses within these programs are taken exclusively by graduate students earning degrees and credentials in School Counseling and School Psychology.

Attallah College is deeply committed to excellence in scholarship and teaching, including providing students with personalized educational experiences involving monitoring and collaborative research. More information about the Attallah College of Educational Studies is available at <https://www.chapman.edu/education/index.aspx>.

Chapman University, located in the heart of Orange County, offers traditional undergraduate programs in the arts and sciences and select pre-professional and graduate programs. Ranked as one of the top 10 universities in the western region by U.S. News and World Report, Chapman has gained national recognition with its commitment to excellence through research and innovative teaching. More information about the university is available at [chapman.edu](http://chapman.edu).

### Desired Qualifications

- Doctorate in Education, Counseling, Psychology or a related field
- Field experience as a school psychologist or school counselor in K-12 settings
- Experience teaching, mentoring, or supervising school psychology or school counseling students
- Ability to communicate clearly and effectively orally and in writing
- Strong commitment to student learning, quality teaching and academic excellence
- Ability to motivate and teach students of diverse learning styles and backgrounds
- Appreciation and respect for student role, contribution, and responsibility in the learning process
- Commitment to personalized education
- Commitment to supporting students as they gain and enhance skills in the CSP programs' big ideas:
  - Collaboration
  - Oral communication
  - Self-reflection and tolerance for complexity and ambiguity
  - Written communication
  - Commitment to service and advocacy

- Building solutions for children through and appreciation of their strengths and resources
- Understanding children both as individuals and participants in systems
- Time management and organizational skills

### Responsibilities

For each assigned course section, the lecturer will teach each class 1 time per week throughout the semester. Class are from 4-:6:50 or 7:00-9:50, Monday through Thursday. Different courses may have openings each semester, please specify which courses you are most interested in and qualified to teach. The lecturer will coordinate with the program coordinator and experienced instructor to base the assigned course section off existing course syllabi and outlines, with consultation and mentorship. Responsibilities each week include preparing course lesson plans, coordinating class materials, holding office hours, and grading assignments submitted by the students. The lecturer must be available to attending instructor meetings periodically held throughout the semester as well as a half day orientation at the beginning of the semester. Finally, all part time lecturers are responsible for replying to all college surveys, submit requested updated information, and maintain open and ongoing communication with Chapman University faculty, staff and students through assigned Chapman email throughout the duration of employment at Chapman University.

#### Contact Information

All application materials must be submitted electronically via Academic Jobs Online at <http://academicjobsonline.org/ajo/jobs/XXXXX>.

Any questions should be directed to [education.chapman.edu](mailto:education.chapman.edu)

Submit the following items online at this website:

1. Cover letter
2. Curriculum Vita
3. Teaching Statement
4. Faculty Employment Application (<https://webfarm.chapman.edu/jobs/NewHire-FacultyApplication.docx>)
5. Three references (actual letters are acceptable but not required, just names and email addresses)

Successful completion of criminal background check is required for final candidates.

Download a copy of the [Chapman Faculty Application for Employment](#) here.

Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual

orientation, gender identity, gender expression, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, military and veteran status, marital status, pregnancy, genetic information or any other characteristic protected by state or federal law. The University is committed to achieving a diverse faculty and staff and encourages members of underrepresented groups to apply.

*Chapman University, One University Drive, Orange, CA 92866 Human Resources Department*

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