



Job Description

Position Title:	Teacher Certification Test Preparation Coordinator, Education Department		
Business Unit:	Hawkins	Status:	25% time
Reporting to:	Project Director	Salary Range:	Funding: Hawkins Grant

Background:	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u></p> <p>The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
Position:	<p>The Educator Preparation Program Testing Coordinator will provide targeted support for junior and senior education majors preparing for the TExES certification exams required for elementary and secondary teaching credentials. This role is instrumental in ensuring students' readiness to succeed on certification exams through structured guidance, test preparation resources, and instructional support.</p>



Responsibilities:	<ul style="list-style-type: none">● Student Support:<ul style="list-style-type: none">○ Facilitate weekly group and individual test preparation sessions during the spring and fall semesters.○ Conduct special test preparation programs during the summer, including a test prep boot camp.○ Work closely with students to identify areas of improvement and provide strategies for successful test performance.○ Register student for test review certification subscriptions and monitor progress (240 Tutoring). Track lab time spent in subscription program.● Program Coordination:<ul style="list-style-type: none">○ Collaborate with faculty to align test preparation activities with course objectives and state certification requirements.○ Maintain up-to-date knowledge of TExES certification exam requirements and disseminate relevant information to students.○ Monitor student progress and provide regular feedback to ensure accountability and improvement.● Resource Management:<ul style="list-style-type: none">○ Develop and provide access to TExES preparation materials, including study guides, practice exams, and online resources.○ Coordinate workshops and invite subject matter experts as needed to enhance students' preparation.○ Register student for test review certification subscriptions and monitor progress (240 Tutoring)● Reporting and Administration:<ul style="list-style-type: none">○ Track and report program outcomes, including student attendance, participation, and test pass rates, to the Hawkins Center for Excellence and the Education Department.○ Assist in planning and budgeting for grant-funded activities related to test preparation initiatives.
Qualifications:	<ul style="list-style-type: none">● Education:<ul style="list-style-type: none">○ Master's degree in education, Educational Leadership, or a related field.● Experience:<ul style="list-style-type: none">○ Prior teaching or education program coordination experience, preferably in higher education or teacher preparation.○ Familiarity with TExES certification exams and preparation strategies.● Skills:<ul style="list-style-type: none">○ Strong organizational and communication skills.○ Ability to engage and motivate students in a one-on-one and group setting.○ Proficient in developing and implementing test preparation plans and resources.
Schedule and Commitment:	<ul style="list-style-type: none">● One weekly group meeting during the spring and fall semesters, with flexible scheduling to accommodate special summer programs and a test prep boot camp.



Compensation:	<ul style="list-style-type: none">This is a grant-funded position, renewed annually based on funding availability and program success. <p>Compensation commensurate with qualifications and experience, funded by the Hawkins Center for Excellence Grant.</p>
To Apply:	<p>Submit a cover letter, resume, and contact information for three professional references to cthe@swau.edu and humanresources@swau.edu.</p> <p>Southwestern Adventist University is an equal opportunity employer and is committed to fostering a diverse and inclusive academic environment.</p>
Requirements:	<p><u>Primary Requirement</u></p> <p>Candidate must have a strong commitment to Christian higher education and be a member in good and regular standing of the Seventh-day Adventist church. Must have commitment to Jesus Christ and the teachings and mission of the Seventh-day Adventist Church. Must want to serve in a cooperative and collaborative environment.</p> <p><u>Other Requirements</u></p> <ul style="list-style-type: none">Teaching experience requiredTexas State Certification in elementary or secondary areaKnowledge of TExES certification testing and requirementsKnowledge of Texas Public education system
Work Conditions & Environment:	<p>Job Conditions: Computer use, Fast-paced work, Fluent in speaking, Reading, and Writing English.</p> <p>Occasional: Working on Weekends</p> <p>Environment: Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to travel).</p> <p>Work Hours: Monday-Friday</p>
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	



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