



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Director of Office of Teaching and Learning	Academic Affairs	Associate Provost	1.0	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: Provide leadership and support for the institution's faculty development effort, including innovative learning technologies, pedagogical practices, and instructional design and delivery across multiple modalities.

Essential Responsibilities:

1. Provide leadership and support of faculty development in the areas of teaching and learning methods and practices, educational technology, curriculum development, and instructional delivery among multiple platforms.
2. Design and implement comprehensive faculty development programs that enhance teaching effectiveness and incorporate a Christian biblical and theological worldview.
3. Assist faculty in integrating Christian faith and cross-cultural competence in curriculum.
4. Work collaboratively with the AI Committee and AI governance in instructing faculty on the effective use of Artificial Intelligence as well as stewarding their students in the ethical use of AI.
5. Work synergistically among the institution's schools and disciplines to support effective, innovative pedagogical practices on campus and remotely.
6. Stay current with emerging technologies/pedagogical principles and practices, and evaluate if these technologies are beneficial for faculty in enhancing the learning environment.
7. Engage in institutional assessment and accreditation activities of teaching and learning for student success as outlined in Criterion 3 of the Higher Learning Commission's Criteria for Accreditation.
8. Collect/analyze data, monitor participation, and evaluate the effectiveness of the institution's faculty development program, outlining data-informed recommendations for improvement.
9. Manage the Office of Teaching and Learning budget and resources effectively.
10. Teach two undergraduate classes per academic year.
11. Other duties as assigned by the Associate Provost.

Supervisory Responsibilities:

Professional Level

1. Oversee and/or engage directly in the pedagogical training of full-time and part-time faculty.
2. Manage the Office of Teaching and Learning.



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Qualifications:

Minimum:

1. Master's degree with special interest around pedagogy, higher education, curriculum and instruction, instructional design/educational technology, educational psychology, or related field.
2. Four years effective teaching experience in higher education or equivalent professional experience in training/education.
3. Two years of experience in overseeing faculty development at the college level.
4. Demonstrated effectiveness in teaching strategies, delivery methods, and delivery modalities.
5. Passion and ability to integrate biblical/theological principles into curriculum and faculty development programs.
6. Strong understanding of institutional, program, and student learning outcome assessment principles and practices in higher education.
7. Excellent interpersonal, presentation, and communication (oral and written) skills.
8. Appreciates engaging in a collaborative environment.
9. Inspires and encourages faculty to hone their skill.
10. Demonstrated desire to be a life-long learner.
11. Servant leadership attitude and approach.
12. Commitment to liberal arts education.
13. Clear support of institutional mission.

Preferred:

1. Teaching experience in a Christian liberal arts college or university setting.
2. Experience with online learning and instructional technology.
3. Understanding of Artificial Intelligence tools and ethical use within scholarship and the classroom.
4. Experience with managing program budgets.

Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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