

## **PROGRAM COORDINATOR FOR TEACHERS OF STUDENTS WHO ARE BLIND OR VISUALLY IMPAIRED**

### **Tenure Track, Full-Time Assistant Professor Position**

Dominican University New York in Rockland County, 20 miles north of New York City, invites applications for the position of Program Coordinator for Teachers of Students who are blind or visually impaired. This is a full-time tenure-track position where the candidate would be expected to teach courses in the nationally accredited graduate program. We seek motivated candidates with strong educational credentials who aspire to a position with a focus on teaching.

#### Primary Responsibilities:

- Teach VI courses (via a hybrid online model)
- Oversee operation of the TVI program, including hiring/mentoring/evaluation of adjunct instructors, registration of students, course monitoring via Blackboard LMS, book orders; catalog/website/ portal updates; coordinate ancillary University services; assist with updates for student manuals
- Recruit and advise VI students
- Place, supervise and evaluate student teachers in the VI program
- Maintain program standards for national and local accreditation; prepare reports as required
- Coordinate and assess VI curriculum development and progress
- Oversee New York State and foundation grants; prepare annual progress reports and final reports
- Oversee various VI-specific scholarships
- Oversee data collection for in-house and grant purposes
- Serve on university committees

Requirements: Master's Degree required; doctorate or matriculation in a doctoral program preferred. TVI certification with a minimum of 3 years of direct service provision as a TVI. Must demonstrate evidence of professional writing ability, be technologically proficient and work well on teams. Experience in higher education and knowledge of the needs of students with multiple impairments are critical. Grant writing skills are necessary.

Dominican University New York is a private institution with approximately 2,000 students and 400 faculty and staff. Our heritage stresses the humanistic value of a Liberal Arts education, a commitment to social justice, and a strong belief in the need for integrity and community engagement, all in the service of preparing students to reach their potential as responsible citizens who enrich the world in which we live.

Please submit a cover letter describing your qualifications and fit for this position, curriculum vitae, transcript copies, and contact information for three professional references. Please also include (1) up to three sample syllabi, and (2) a statement of teaching philosophy.

Application materials are to be submitted by March 29, 2024 to [humanresources@duny.edu](mailto:humanresources@duny.edu). Candidates must be legally authorized to work in the United States at the time of hire.

Compensation commensurate with experience. Salary range: \$72,000-\$84,000

*Dominican University New York is an Equal Opportunity/Affirmative Action employer committed to excellence through equity and inclusion, and, in this spirit, particularly welcomes applications from members of historically underrepresented groups. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, status as a protected veteran, status as a qualified individual with a disability, or other protected category in accordance with applicable law.*

AA/EOE