



TRUTH. TRAINING. TRANSFORMATION.

Job Description

Job Title:	Full-Time Faculty Member in Biblical Counseling (final title/rank depends on credentials and experience)
Department:	Academic Affairs – Indianapolis location 220
Job Category/FLSA Status:	Instruction/Exempt
Accountability:	Academic Dean in matters of academics, program administration and scheduling; Ministry Skills chair in matters of curriculum, classroom teaching, management, assessment, and other responsibilities (see below) related to this faculty position.
Authority:	None

Position Description:

The full-time faculty member is responsible for teaching of Biblical Counseling courses and as needed Bible and Theology courses to primarily adult students at its education site located in Indianapolis, IN. This position is authorized to carry out functions in the areas of teaching, mentoring, and counseling students enrolled in its undergraduate programs. Additionally, the position requires a strong knowledge of Biblical Counseling, Bible, and Theology. This includes a thorough knowledge and skillful use of the Biblical Framework model of counseling.

Major/Essential Functions:

- Responsible to teach specially designed five to fourteen-week courses both on-ground and on-line format.
- Responsible to teach courses at a variety of times to meet the institutional needs.
- Responsible for assessment of student learning.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility

Duties/Responsibilities:

- Prepare to teach assigned classes. This requires approximately 5-12 hours each week.
- Teach 12-16 credit hours each week. This requires approximately 15-18 hours in the classroom each week.
- Must attend all required meetings (e.g., Chapel, prayer, faculty meetings, Ministry Skills Department meetings, etc.)
- Meet as necessary with faculty for training and development.
- Participate in committee service/appointment to enhance the quality of the institution, as appropriate. Additional duties as deemed necessary by the Academic Dean or Department Chair.
- Counsel students who are referred by the Academic Dean or the Dean of Students. This could require approximately 5 hours each week. Additional similar duties as deemed necessary by the Academic Dean or Department Chair.

- Make continuous efforts to improve the quality of instruction by reviewing and utilizing innovative methodologies, techniques and delivery methods
- Develop and use a syllabus for each course within college and departmental guidelines. According to departmental guidelines, submit changes to the Program Coordinator for review and Department Chair of Ministry Skills for approval.
- Plan, develop and employ a variety of teaching methods and materials that assist students in meeting course objectives and which are appropriate for students with differing educational and experiential background and learning styles.
- Evaluates students to measure their progress toward achievement of stated course objectives and informs them in a timely manner of their progress in the course.
- Develop and manage annual departmental program review including integration of academic department's plans and assessments with institutional planning and assessment initiatives.
- Mentor and disciple students academically, professionally, and spiritually for their edification.
- This person may be called upon to attend certain training and conferences, or to receive certain professional accreditation necessary to fulfill teaching responsibilities in the area of counseling studies. For example, since CBS is an ACBC (Association of Certified Biblical Counselors) training center, he will need to pursue and/or maintain ACBC Certification.
- Monitor operational activities to meet goals, ethics and guidelines, and to ensure compliance with state and federal regulations, and accreditation standards.
- Perform related duties as required as deemed necessary by the Academic Dean or Department Chair.

Qualifications:

Required:

- Master's degree from an accredited institution of higher learning in Biblical Counseling, Bible or Theology (having graduate hours in Biblical Counseling, Bible, and Theology)
- Know and be able to teach the Biblical Framework counseling as taught at CBS.
- Flexible, cooperative attitude necessary to teach traditional, Distance Education, and Degree Completion courses to traditional and non-traditional students.
- Excellent biblical, theological and counseling skills. This includes the ability to teach expositionally from the Bible, to correctly use theological concepts, and to bring forth the biblical principles concerning biblical counseling.
- Be a committed Christian and in good standing with a local church.
- Be in complete agreement with doctrinal position of the CBS, as well as CBS Statement on Marriage, CBS Statement on Biblical Gender Roles, CBS Statement on Biblical, Holy, Human Sexuality, and CBS Statement on the Sanctity of Human Life and able to sign all statements without reservation.

Preferred:

- Ph.D. (or D.Min.) in Biblical Counseling or Bible and Theology from an accredited institution of higher education with at least 18 graduate hours in Biblical Counseling, Bible and Theology.
- Possess the proven experience and success in Biblical Framework counseling.
- Teaching experience in both classroom and online learning environments.
- Experience with presentations and/or publications for academic audiences.
- Inspires, respects, trusts and motivates others to perform well.
- Exhibits biblical humility and confidence.
- Effectively influences God-centered actions and opinions of others.

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

- Ability to utilize a learning management system and a student information system to manage course and engage with students.
- Proficiency in Microsoft Office Business desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as email, calendar, etc.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Submission of syllabi and course grades within established deadlines.
- Establish and maintain office hours for student access and mentoring/coaching and timely and engagement with students in response to student in quires, including online students.
- Satisfactory Student Evaluations
- Annual Job Evaluation by Department Chair
- Annual Job Evaluation by Academic Dean
- All additional measurements of expectation and performance will be designed, documented, and implemented as deemed appropriate to this position.

Mobility/Physical Demands:

- While performing duties of this job, employee is required to sit, stand and walk
- Employee is required to talk and listen via face-to-face contact and telephone
- Employee may have to lift and/or move up to 35 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Able to teach days and evenings (including occasional Saturday classes).
- Typical education teaching environment
- Travel required for student instruction as assigned and for faculty development. May also be required to travel to Houston periodically for required faculty meetings.
- Travel on occasion to CBS campus location out of state for a meeting.

Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.