WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report’s list of the Best Regional Universities (West) and Forbes’ Best Value Colleges. We are dedicated and guided by our Mission and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a part-time Classical Curriculum Writing Specialist who will provide curricular development to support our K-12 Classical Education Curriculum Graduate Program. Reporting to Associate Dean of Braniff Graduate School, and collaborating with the Classical Education Advisor, the Specialist will initiate and complete a wide range of writing and editing projects with respect to developing a new K-12 classical curriculum (primarily English with humanities).

PRIMARY RESPONSIBILITIES

- Writing, designing, and editing new classical curriculum, while maintaining the TEA requirements
- Coordinate with Classical Education Advisor as needed for various phases of classical curriculum projects
- Collaborate on classical curriculum design and overall structure for creating new curriculum
- Performs other duties such as some professional development for classical schools

MINIMUM REQUIREMENTS

- Bachelor’s degree or eight years homeschooling and 48 credit hours of higher education
- Three years’ experience in classical teaching
- Three years’ experience writing classical lessons plans
- Experience in teacher leadership, student literacy, and character education

PREFERRED QUALIFICATION

- Basic Latin or Greek background
ADDITIONAL INFORMATION

- Minimal travel may be requested to assist in training at classical schools
- Valid Texas driver’s license and favorable driving record required

If this sounds like the job for you, apply online at: [https://hr.udallas.edu/apply/](https://hr.udallas.edu/apply/)

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.