

Director of Assessment/Teacher Education
12-month administrative position

Position duties

Serves as NCATE Coordinator including responsibility for

- Compliance with all NCATE standards
- Performance Assessment (Standard 2 – Unit Assessment System)
- AACTE/NCATE Joint Data Collection Report
- Attends annual meetings of AACTE and the annual AACTE/NCATE Continuing Accreditation workshop
- Oversees the Leadership Accreditation Team work (Faculty involvement In accreditation)

Serves as Title II institutional coordinator

- Works with Coordinator of Licensure and Institutional Research to prepare the annual Title II reports.
- Responsible for communicating information to the dean for distribution to various publics
- Responsible for communicating information to chairs and the PEC

Works with faculty, program coordinators, and chairs to assure that curricula appropriately reflect state licensure requirements as well as national and specialty association standards

- Reviews proposals for licensure programs before they are sent to the state
- Serves as a resource person on issues of state licensure requirements
- Attends bi-annual meetings of TACTE

Assists with the operation of the Teacher Education Office

- Considers and acts on appeals for admission to Teacher Education Program
- Restricted courses – keep students out of TEP courses without GPA
- Serves as dean's designee for late adds/drops, etc.
- Reviews grades given each semester and reports to Dean
- Reports Teacher Education Program admission data to Dean and PEC each semester

Serves as Articulation officer for teacher education programs

- Works with Records office and Admissions office to develop new agreements and review continuing agreements
- Works with Community College partners in the development and maintenance of articulated programs

Works with Coordinator of Licensure on licensure and reporting issues

- Facilitates work on state Teacher Education reports and other data regarding teacher education

Serves as Catalog Coordinator for both catalog for undergraduates and graduates

- Reviews catalog copy before publication
 - Verifies that changes submitted have been approved through appropriate curricular processes
- Serves on ad hoc College and University committees
 - Works to support diversity through participation in Civil Rights Conference, etc.
 - Engages in grant-writing as determined by the Dean
 - Other duties as assigned

Reports to the Dean, College of Education and Behavioral Sciences