

Director of Assessment, Data Management , and Digital Learning

Posting Details

Position Information

Job Title	Director of Assessment, Data Management , and Digital Learning
Position Number	931628
Vacancy Open to	All Candidates
Department	AAH COE Assessment and Accreditation
Department Homepage	www.ecu.edu/coe
Advertising Department	COLLEGE OF EDUCATION
Division	Academic Affairs
Classification Title	Director-Professional (Other)
Working Title	Director
Number of Vacancies	1
Full Time Equivalent (FTE)	1.0
Full Time or Part Time	Full Time
Recruitment Range	Commensurate with Qualifications
Position Location (City)	Greenville
Position Type	Non-Faculty
Job Category	Non-Faculty Instructional & Research
Organizational Unit Overview	<p>The College of Education consists of seven academic departments that offer seventeen undergraduate degree programs, twenty-two graduate degree programs, six programs for advanced certification, and the Ed.D. program in Educational Leadership.</p> <p>Within the College of Education, the Office of Educator Preparation contains the Office of Assessment, Data Management, and Digital Learning; the Office of Clinical Experiences and Alternative Licensure; the Office of Professional Development and Student Outreach; the Education Community of Scholars and Education Living and Learning Community, and the COE Academic Success Center. Programs include Partnership Teach, the Latham Clinical Schools Network, and the Educator Residency Model.</p> <p>The mission of the College of Education is the preparation of professional educators and allied practitioners, including professionals in business information systems, counseling, electronic media, and librarianship. Significant to this mission is a strong commitment to three important related areas, all of which are realized through partnerships and other endeavors. These three areas are:</p> <ol style="list-style-type: none"> 1. the encouragement and nurturing of professional growth for educators and allied practitioners at all levels and in all areas of the educational endeavor;

2. a continuing emphasis on and support for scholarship and research/creative activity;
3. and service in all areas of professional education.

Job Duties

This position is located in the ECU College of Education's Office of Assessment, Data Management, and Digital Learning, within the Office of Educator Preparation.

Reporting to the Assistant Dean for Undergraduate Affairs and Educator Preparation, the Director of the Office of Assessment, Data Management, and Digital Learning will provide guidance to the College of Education (COE) with developing and leading a comprehensive assessment system centered on a culture of evidence of student learning outcomes in all related professional and academic programs.

The Director will provide leadership, coordination, and professional expertise for program evaluation, accreditation, assessment, research efforts, and digital learning initiatives within the College of Education and across various academic units.

50% Program Assessment and Accreditation

- Facilitating portfolio assessment for all licensure and programmatic assessments in the COE and Educator Preparation Program at ECU and serving as primary contact with third party/outside vendors.
- Oversee and support the development, collection, and analyses of data from faculty, staff, students, alumni, employers, and other external partners to meet accreditation and assessment requirements, quality improvement needs, and College goal setting;
- Provide data analysis in support of academic planning, reporting, and decision-making at college-wide, department, and program levels.
- Communicating data analysis through formal presentations, narratives, and written reports tailored to various internal and external target audiences.
- Preparing unit reports for Council for the Accreditation of Educator Preparation (CAEP) and specialty area accreditations for a large, comprehensive unit.
- Collaborating with the Office of Institutional Planning, Assessment, and Research (IPAR) to assist the college and departments in strategic planning to improve educational programming and service delivery and to enhance the quality of student learning outcomes in professional academic programs.
- Complete data syntheses for external assessment reports (e.g., CAEP Annual Report, US News, Title II Report, etc.) and collaborate with appropriate personnel to ensure timely and complete submission.

25% Data Management and Digital Learning

- Identifying, purchasing, and leading coordination for technological platforms for data collection, research, assessment, and evaluation.
- Facilitating the implementation and continued support of ECU and COE faculty digital learning.
- Oversee data management platforms and processes within the unit including the SONIA placement management system and Taskstream.
- Systematically review and refine data collection, management, and reporting processes to ensure efficiency and effectiveness in meeting the data needs of the College and educator preparation program.
- Collaborate with departments and offices to support digital learning needs including the development of training and support materials for faculty, staff, clinical teachers, and university supervisors.

25% Supervision and Leadership

- Serve as a member of the Office of Educator Preparation leadership team and participate in unit strategic planning activities and recruitment/retention efforts.
- Facilitating NCDPI program approval process for all licensure programs and serve as a liaison between the EPP and NCDPI as it relates to program approval processes.
- Supervising departmental employees, overseeing departmental budget, and leading regular department meetings to discuss activities, work, and goals of the unit.
- Serving on various college, institutional, and state committees and other activities as requested by the College of Education Dean or Assistant Dean for Undergraduate Affairs and Educator Preparation.

Minimum Education/Experience	<p>Contingent upon availability of funding. Requires a masters degree in education, or a related area such as higher education or educational leadership.</p> <p>All qualifying degrees must be conferred and received from appropriately accredited institutions.</p> <p>Experience in higher education assessment and accreditation;</p> <p>Experience with using a variety of data collection and educational assessment methods (surveys, interviews, focus groups, etc.);</p> <p>Experience working in a setting that includes internal and external constituents;</p> <p>Demonstrated project management experience;</p> <p>Knowledge of educator preparation program policies and requirements;</p> <p>Demonstrated advanced skills in Microsoft Productivity tools including Excel;</p> <p>Demonstrated experience with data analytics; and</p> <p>Demonstrates effective written and verbal communication skills.</p>
License or Certification Required by Statute or Regulation	none
Preferred Experience, Skills, Training/Education	<p>Prior experience in and knowledge of K-12 education.</p> <p>Exceptional attention to details that generate high quality deliverables.</p> <p>Doctoral degree preferred.</p>
Special Instructions to Applicant	<p>Applicants must submit an online profile, including a cover letter, current resume/CV, and a list of three references with contact information.</p> <p>The final candidate of choice will be required to provide official transcripts upon hire.</p> <p>Applicants must be currently authorized to work in the United States on a full-time basis.</p>
Additional Instructions to Applicant	<p>In order to be considered for this position, applicants must complete a candidate profile online via the PeopleAdmin system and submit any requested documents. Additionally, applicants that possess the preferred education and experience must also possess the minimum education/experience, if applicable.</p>
Job Open Date	03/06/2023
Open Until Filled	Yes
Job Close Date - Positions will be posted until 11:59 p.m. EST on this date. If no closing date is indicated, the position may close at any time after the initial screening date.	
Initial Screening Begins	03/20/2023
Rank Level	
Quick Link for Direct Access to Posting	https://ecu.peopleadmin.com/postings/60236
AA/EOE	<p>East Carolina University is an equal opportunity and affirmative action employer and seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. We encourage qualified applicants from women, minorities, veterans, individuals with a disability, and historically underrepresented groups. All qualified applicants will receive consideration for employment without regard to their race/ethnicity, color, genetic information, national</p>

origin, religion, sex, sexual orientation, gender identity, age, disability, political affiliation, or veteran status.

Individuals requesting accommodation under the Americans with Disabilities Act Amendments Act (ADAAA) should contact the Department of Human Resources at (252) 737-1018 (Voice/TTY) or ADA-Coordinator@ecu.edu.

Eligibility for Employment

Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. ECU participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Office of Human Resources Contact Information

If you experience any problems accessing the system or have questions about the application process, please contact the Office of Human Resources at (252) 328-9847 or toll free at 1-866-489-1740 or send an email to employment@ecu.edu. Our office is available to provide assistance Monday-Friday from 8:00-5:00 EST.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please indicate where you learned about this job vacancy.
 - o LinkedIn
 - o Chronicle of Higher Education
 - o CareerBuilder
 - o Greenville Daily Reflector
 - o Raleigh News & Observer
 - o InsightIntoDiversity.com
 - o HigherEdJobs.com
 - o InsideHigherEd.com
 - o Monster.com
 - o Indeed
 - o ECU Website
 - o Other
2. * Will you now or in the future require visa sponsorship for employment?
 - o Yes
 - o No

Documents Needed To Apply

Required Documents

1. Curriculum Vitae/Resume
2. Cover Letter
3. List of References

Optional Documents

1. Transcripts