



## **Assistant Dean for Assessment and Accreditation School of Education**

The School of Education at SUNY Cortland announces the full-time, twelve-month administrative position of Assistant Dean for Assessment and Accreditation. The Assistant Dean will coordinate and direct all assessment and accreditation activities for the teacher education unit, including CAEP Accreditation. The Assistant Dean will lead the collection, analysis, and reporting of data related to candidate outcomes and teacher education program's efforts and will provide support and direction to departments and programs undertaking self-studies, writing SPA reports, and preparing for major accreditation visits. The Assistant Dean will maintain the Unit's assessment system and oversee the preparation of annual updates and progress reports required by CAEP, New York State Education Department, the federal government, and other external agencies. The Assistant Dean for Assessment and Accreditation reports to the Dean of the School of Education.

**REQUIRED QUALIFICATIONS:** Master's degree in education, measurement and evaluation, educational psychology or related field; experience directing or coordinating accreditation of education or other professional programs, including conducting multi-level (program and unit) assessment processes; and proficient in the use of technology including data and learning management systems.

**PREFERRED QUALIFICATION:** Doctorate in education, measurement and evaluation, educational psychology or related field; experience in P-12 education, administration and/or assessment; demonstrated abilities in quantitative analysis and statistics with excellent organizational and technology skills; experience directing or coordinating accreditation of education or other professional programs, including conducting multi-level (program and unit) assessment processes; knowledge of current online data management systems (e.g., Taskstream) and data analysis strategies using software such as SPSS, SAS and Excel Pivot Tables; higher education experience, especially with regard to campus accreditation visits, program review and campus governance processes; and excellent written and verbal communication skills, with collegial interpersonal competencies.

**ABOUT SUNY CORTLAND:** The College traces its beginnings to 1868 and offers a variety of undergraduate and graduate programs. SUNY Cortland is also home to the one of largest comprehensive teacher education colleges in New York and the largest in the State University of New York (SUNY) System. The campus is located in the geographic center of New York State and is a half-hour drive from Syracuse and Ithaca and four hours from New York City and Philadelphia. Situated in the beautiful Finger Lakes region, Cortland offers an array of regional cultural and recreational opportunities, as well as affordable housing and excellent school systems.

**APPLICATION PROCEDURES:** For a detailed job description or to apply online go to: <http://jobs.cortland.edu>. Preference will be given to applications received by September 5, 2016. The State University of New York College at Cortland is an AA/EEO/ADA employer. The College actively seeks applications from women, veterans, individuals with a disability, members of underrepresented groups or anyone that would enrich the diversity of the College.