

California University of Pennsylvania

Title: Assistant Dean - College of Education and Human Services

Salary Range: \$83,105 to \$110,806

**Job Duties:**

The Assistant Dean, under the direction of the Dean, operates functioning processes for two assessment systems of Teacher Education programs in the College of Education and Human Services --- the Council for Accreditation of Educator Preparation (CAEP) Standards Assessment System, and the Pennsylvania Department of Education (PDE) System of Teacher Candidate Assessments. The Assistant Dean ensures that all program assessments for CAEP and PDE are completed according to the system plan, including ensuring that data is collected and stored in Livetext/Watermark. A major leadership role of the Assistant Dean includes authority to maintain accountability and provide assurance that faculty members, stakeholders, clinical practitioners, and program completers regularly analyze and review candidate progress on an ongoing basis, for the purposes of documented, data-driven program improvement. Additionally, the Assistant Dean manages the policies and processes of student teachers earning certification in the Pennsylvania Department of Education. The Assistant Dean will directly supervise a SCUPA Professional employee who is the Director of Educational Field Experiences.

**Requirements:**

Successful Candidate will have:

- Advanced degree in Education, Education Leadership, or related field (Masters required, Doctorate preferred)
- Certification and experience as a teacher or in a related services field
- Experience in higher education or related services field
- Strong leadership experience; in particular, with supervision/assessment procedures of teachers or related services candidates
- Strong leadership experience; in particular, with higher education faculty and administrators
- Experiences in professionally working and collaborating with public schools, P-12
- Experience in managing, organizing, and writing institutional reports for accreditation and state level teacher education and related services approval processes
- Excellent oral and written communication skills
- Experience with PDE teacher education or related services areas certification requirements
- Experience designing and implementing processes of a Quality Assurance System.

**Preferred Qualifications of the Successful Candidate**

- Knowledge of national trends and issues in teacher education and related services areas
- Experience with information management systems such as Livetext/Watermark and D2L
- Knowledge of or Experience with PDE requirements and the CAEP Quality Assurance System.

**How to apply:**

Deadline is April 7, 2017

For a detailed job description, position requirements and instructions for application, visit [www.calu.edu](http://www.calu.edu); click on Employment near the bottom of the page, then Staff Positions. **All applicants must apply online.**