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Job Details

Title:

Coordinator of Assessment

Job Category:

Staff

Description:

The Associate Director / Coordinator of Assessment will provide leadership and supervision to the Bagwell College of Education and Educator Preparation Provider programs within the Office of Assessment and Accreditation. This position provides assessment expertise and support to faculty, education programs, and support units to advance a culture of assessment FOR learning and continuous improvement. The position requires the ability to work effectively in high volume, multi-task environment where undergraduate and graduate students, faculty, and administrators require support and assistance. This position will assist the associate dean with various initiatives requiring the following key responsibilities. Position requires driving to multi-campus locations and events sites.

Key Responsibilities:

- Work collaboratively with EPP faculty and students to advance assessment initiatives for the 55+ education programs and approximately 1900 students and 200 faculty members.
- Develop and lead assessment initiatives that align with accreditation requirements and continuous improvement efforts.
- Design and facilitate professional development opportunities relating to assessment and the electronic assessment management system.
- Assume broad responsibility for assessment programs, including assessment validity, quality, and accuracy.
- Contribute to the development of high-stakes national and state accreditation narratives.
- Maintain the relevancy and currency of the resource information for candidates, faculty, and collaborating teachers.
- Collaborates with others to develop a structure by which candidates, faculty, and P-12 teachers in public or private schools who require access to Chalk and Wire / edTPA resources.
- Recommending, establishing, and monitoring policies and procedures that guide and govern the assessment system.
- Facilitate the support structure involving other faculty and/or staff to assist candidates in the assessment system including edTPA.
- Provide leadership and support to faculty and programs regarding best practices in assessment design, implementation, and interpretation of results and analysis to guide improvements.
- Manage assessment timelines, scheduling, submission and documentation of assessment cycle milestones for more than 2000+ assessments.
- Collaborate with EPP faculty to develop key assessments to demonstrate standards-based performance.
- Collaborate with other members of the Office of Assessment and accreditation to produce assessment narratives for internal and external constituents.
- Develop and lead assessment related professional development opportunities for EPP faculty and students.
- Oversee development and technical administration of Chalk and Wire, electronic assessment system.
- Supervise the Chalk and Wire Administrator position and student assistants and /or graduate assistant(s).

Knowledge, skills, and abilities:

- Master's Degree with at least four years of education related experience preferred

- Knowledge of assessment trends and best practices in assessment of student learning outcomes and program outcomes.
- Ability to assume responsibility for tasks with considerable independence.
- Demonstrated ability to perform complex tasks and to manage multiple competing priorities.
- Strong, evaluative, and objective critical thinking skills.
- Strong verbal and written communication skills
- Exceptional interpersonal skills and the ability to interact effectively with faculty, students, staff, and administrators.
- Experience utilizing technology as an effective communication tool with millennials as well as to provide technology enhanced learning opportunities.

As part of the background check process, this position WILL require a satisfactory MVR (Motor Vehicle Report) as a condition of employment. See

http://www.usg.edu/hr/manual/motor_vehicle_use for policy guidelines.

Kennesaw State University is an Equal Employment Opportunity/Affirmative Action employer and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, and/or veteran status.

Required Qualifications: Bachelor's degree and 4+ years of related work experience.

Desired Qualifications: Preferred qualifications:

- Special degree in education related discipline or Master's Degree with at least four years of education related experience preferred
- Specialist Degree in education related discipline
- Relevant experience in assessment design
- Experience with electronic assessment systems (Chalk and Wire, WEAVE, Campus Labs, etc.).
- Understanding of why particular statistics could be used and the ability to interpret statistics.
- Proficiency with social media tools such as Facebook, Twitter, and Remind 101 preferred.
- Relevant experience in assessment design
- Experience with electronic assessment systems (Chalk and Wire, WEAVE, Campus Labs, etc.).
- Understanding of why particular statistics could be used and the ability to interpret statistics.
- Proficiency with social media tools such as Facebook, Twitter, and Remind 101 preferred.

Posting Department: BCOE Office of Assessment and Accreditation

Regular/Temporary: Regular

Open Date: 01/11/2017

Close Date: 01/24/2017

Hours per week: 40

Required Documents: Cover Letter, Curriculum Vitae, Transcripts

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