JOB DESCRIPTION FOR DIRECTOR OF TEACHER LICENSURE & ACCREDITATION

The Rockbridge Teacher Education Consortium (RTEC), a teacher licensure consortium between Washington and Lee University and Southern Virginia University, is inviting applications for the position of Director of Teacher Licensure and Accreditation. This position is responsible for ensuring RTEC’s compliance with state educator preparation and teacher certification regulations, educator preparation program accreditidation standards, and programmatic licensure requirements. The Director of Teacher Licensure and Accredidation will ensure RTEC’s compliance with state department of education and national accreditation standards through the completion of state applications, annual reports, accreditation self-studies, research of regulatory requirements, and other duties. Additionally, the RTEC Director of Teacher Licensure and Accredidation will serve in an administrative role to facilitate operation of the RTEC Consortium.

RESPONSIBILITIES

- Provides point-of-contact leadership to the Virginia Department of Education and CAEP state departments of education and national CAEP accreditors
- Establishes and maintains excellent communication and positive relationships with internal and external stakeholders and community partners to ensure successful outcomes
- Analyzes, interprets, and provides response related to regulations and policy related to educator licensure, certification, and accreditation requirements for ongoing organizational compliance
- Prepares, analyzes, audits, and submits data required to meet regulatory obligations
- Collaborates with academic program managers and internal faculty and staff in each university to ensure compliance requirements are communicated and implemented across the institutions
- Maintains record of relevant data related to the organization’s regulatory compliance
- Provides support to resolve student issues related to credentialing
- Monitors and revises language for the University’s student-facing documents to ensure compliance with state regulations
- Works closely with students seeking a Virginia state teaching license
- Serves as coordinator and administrator for RTEC functions (Steering Committee meetings, Advisory Council, Clinical Faculty Training, etc.)
PREFERRED QUALIFICATIONS

- Terminal degree (Ph.D. or Ed. D) from a regionally accredited college or university in an appropriate discipline/field (e.g., educational research, educational psychology, higher education administration, statistics)
- Knowledge of measurement, data analysis, research design, and qualitative and quantitative research methodologies
- Demonstrated expertise of the principles and practices of assessment and evaluation
- Knowledge of regional and/or disciplinary accreditation standards and reporting
- Record handling complex tasks, strong interpersonal, leadership, and communication skills
- Demonstrated commitment to diversity and equity
- Excellent written, verbal, and interpersonal communication skills
- Experience working with accreditation agencies and state departments of education
- Working knowledge of SPSS or comparable statistical analysis program
- Teaching experience in higher education, on-line, and/or face-to-face
- Ability to develop, implement, and utilize information systems
- Demonstrated project management skills