

Director Of Assessment, Accountability, And Accreditation (Educational Program Manager 2)

JOB SUMMARY

Under the general supervision of the Associate Dean for Academic Affairs in the Neag School of Education, the candidate provides leadership for developing and maintaining processes and systems for continuous improvement efforts. The primary responsibility involves oversight of the design, development, and management of a comprehensive and integrated assessment system to provide information to evaluate productivity, effectiveness, and impact in alignment with the goals and mission of the Neag School as well as accreditation requirements. Tasks include identification, collection, maintenance, and analyses of data from various sources, effectively communicating analysis for decision-making and planning, publication and compliance with regulations, and working with faculty and staff to create, plan and administer program assessments and data systems related to accreditation. Incumbents in this position are expected to independently manage the day-to-day administration of data and perform moderately complex analysis, forecasting, and reporting. This position requires some travel within the State of Connecticut.

The Neag School of Education stands out as a major contributor to instructional and research excellence at the University of Connecticut and beyond. With academic departments dedicated to educational leadership, educational psychology, and curriculum and instruction, the Neag School offers a five-year integrated bachelor's/master's and a one-year, post-baccalaureate teacher education program as well as certification programs in school leadership, counseling, and psychology. According to the 2023 U.S. News & World Report rankings of Best Graduate Schools, the Neag School ranks among the top 20 public graduate schools of education in the nation with its special education program tied at No. 17 in the specialty program category rankings.

The Neag School's mission is to improve educational and social systems to be more effective, equitable, and just for all. The ideal candidate for the Director of Assessment, Accountability, and Accreditation position will promote equity and inclusion and have an understanding, sensitivity, and appreciation for social justice, cultural humility, and inclusiveness.

DUTIES AND RESPONSIBILITIES

1. Identify, anticipate and address assessment, data, and information reporting needs of the Neag School of Education.
2. Lead the development and implementation of the Neag School of Education Assessment Plan, facilitating revision and updating the plan on a routine schedule.
3. Coordinate and communicate with accreditation agencies, University offices, and Neag leadership for the purpose of assembling reports required for a variety of needs.
4. Provide moderately complex data analysis in support of academic planning, reporting, and decision-making at school-wide, department, and program levels.
5. 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.
6. Take a proactive role in the design and maintenance of assessment systems required of accreditation agencies in education, including organizing new data, assisting staff and faculty in developing valid and reliable program and school-wide assessments for accreditation, developing standardized practices for linking to University systems as relevant, and for collecting, analyzing, and interpreting data to ensure data accuracy and integrity in all reports.
7. Effectively communicate analysis through formal presentations, narratives, and written reports tailored to various internal and external target audiences.
8. Oversee the development, implementation, and analysis of systems required for program, department, and school-wide surveys.

9. Serve as a resource for education-related data and analytical support to various stakeholders, and maintain contact with University and external offices to obtain and ensure the accuracy of information.
10. Supervise and train Neag School staff and student assistants as needed to complete assigned projects.
11. Represent the Neag School of Education on various University and external committees as needed or required.
12. Other related duties as assigned by the Associate Dean or Dean.

MINIMUM QUALIFICATIONS

- Master's degree in measurement/educational assessment, or a related quantitative discipline.
- Five years of professional experience in an education assessment related area, with one year overseeing large projects.
- Working knowledge of program assessment processes and accreditation standards in education (e.g. NEASC, CAEP, APA, CACREP).
- Experience using statistical analysis programs for reporting and decision support, including some knowledge of programming.
- Considerable knowledge of program evaluation and applied research design and analysis.
- Demonstrated independence, creative thinking, and writing in addressing and resolving issues in education assessment and accreditation.
- Ability to work with data from multiple electronic sources.
- Excellent analytical and quantitative skills and strong data visualization skills.
- Excellent oral and written communication skills.
- Ability to work productively and collaboratively with Neag faculty and staff as well as with partners at the University of Connecticut and external partners and stakeholders, including local school districts and the Connecticut State Department of Education.

PREFERRED QUALIFICATIONS

- Doctoral degree in a related area.
- Working knowledge of ERP such as PeopleSoft, SAP, and Banner.

APPOINTMENT TERMS

This is a full-time, 12-month position in a flexible work environment. The position has a one-year probationary period and an anticipated start date of December 23, 2022. Salary is commensurate with experience and includes full and comprehensive benefits.

TERMS AND CONDITIONS OF EMPLOYMENT

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #496927. For full consideration, please upload a cover letter, resume, and the names and contact information for three (3) professional references. Review of applications will begin on November 1, 2022.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on November 30, 2022.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal

Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.