

Ramapo College of New Jersey

www.ramapo.edu

Job Details

Title:

Teacher Education Program Accreditation & Assessment Coordinator (P.S.S.2, U24)

Position Number:

641055

Position Type:

Staff - Unclassified

Department:

Teacher Education

Employment Type:

NL

Position Type and Expected Hours of Work:

This is a full-time, AFT position, and hours of work and days are Monday through Friday, 8:30 a.m. to 4:30 pm. Occasional evening and weekend work may be required as job duties demand. Note: This position is in the “NL” category of employment (non-fixed work week) An AFT- NL professional staff member or librarian who is required to work beyond 35 hours shall be compensated through compensatory time off. Compensatory time shall be earned for hours worked beyond the normal work week, or on an employee’s regular day off, if requested and approved by their supervisor.

Salary Range - AFT - U24 -Step 1-Step 3 \$66,653.48- \$73,316.03

Internal candidate salary will be calculated based on contract obligations

Job Summary/Description:

ABOUT RAMAPO COLLEGE:

Ramapo College of New Jersey (RCNJ) develops ethical leaders who serve as change agents across all sectors. The College’s unique interdisciplinary academic structure, its liberal arts core, its size (approximately 5,500 students), and its setting in the foothills of the Ramapo Mountains on the New Jersey/New York border provide an optimal environment for individualized, student-centered learning and leadership development. RCNJ’s designation as “New Jersey’s Public Liberal Arts College” by the State legislature is the foundation from which the College’s

commitment to an accessible and transformative undergraduate and graduate education is realized.

Established in 1969, *CondeNast Traveler* named Ramapo one of the 50 Most Beautiful College Campuses in America. The barrier-free campus occupies 300 acres and is home to 52 bachelor's degree programs spanning the arts, business, data science, humanities, education, nursing, social work, social sciences, and the sciences. Ramapo College boasts an average student/faculty ratio of 16:1 and an average class size of 21; affording students the opportunity to develop close ties to the College's exceptional faculty. In addition, the College offers graduate programs leading to master's degrees in Accounting, Applied Mathematics, Business Administration, Contemporary Instructional Design, Computer Science, Creative Music Technology, Data Science, Educational Leadership, Nursing, Social Work, and Special Education, as well as a Doctor of Nursing Practice. Every degree program is designed and delivered through the collaborative and interdisciplinary efforts of student-centered faculty scholars and staff who are committed to serving the public good through the delivery of an academically rigorous, inclusive, and a transformative collegiate experience. Ramapo is ranked #1 among New Jersey public institutions by *College Choice* and is recognized as the State's top college on the list of Best Disability Schools by *Great Value Colleges*. Further commendations include designation as a "Military Friendly College" in *Victory Media's Guide to Military Friendly Schools*, and as a leading college by *U.S. News & World Report*, *Kiplinger's*, *Princeton Review*, and *Money Magazine*, among others.

JOB SUMMARY:

Reporting to the Assistant Dean of Teacher Education (TE), the Program Accreditation & Assessment Coordinator oversees efforts toward maintaining national accreditation for the undergraduate and graduate education programs. The Program Accreditation & Assessment Coordinator must have in-depth, up-to-date knowledge of accreditation standards, procedures, and practices, as well as the ability to collaborate with others and coordinate various complex tasks required for accreditation. The Program Accreditation & Assessment Coordinator represents the accreditation and assessment efforts of Ramapo College's education program at NJACTE meetings and in K-12 public and private schools and also represents Ramapo College at external meetings and events. The Program Accreditation & Assessment Coordinator must

establish and maintain collegial, productive relationships with Ramapo's K-12 partners and works closely with partner teachers and staff, as well as full- and part-time Ramapo education program faculty and staff, to ensure adequate assessment and analysis of student learning and program operational efficiency and effectiveness. In addition, the Program Accreditation & Assessment Coordinator oversees education program course connections to performance-based assessment completion, submission, and the analysis of results.

Duties/Responsibilities:

ESSENTIAL DUTIES:

Accreditation, Assessment, Curriculum, Committee Responsibilities

- Serve as the liaison between the NJ Department of Education (NJ DOE) and Ramapo College's educator preparation programs.
- Support the submission of new and/or updated applications and related documents required for NJ DOE Program Approval/Re-Approval in accordance with the NJ Administrative Code and other State mandates.
- Write, with input from others, all accreditation reports and create and/or organize all related evidence, including but not limited to the Annual Report, the Self-Study Report, and the Self-Study Report Addendum, Factual Corrections, and Rejoinder.
- Serve as the Student Learning & Licensure Coordinator for all accredited education programs.
 - Lead the implementation of the Student Learning & Licensure requirements, updates, mandates, etc.
 - Build annually all necessary new program modules and standards-aligned assessments and surveys in the Student Learning & Licensure systems.
 - Create accounts and set permissions on accounts on an ongoing basis, as needed; serve as the liaison between the College and the Student Learning & Licensure platform vendor. (Note: Ramapo currently uses Watermark.)
 - Facilitate annual training sessions for users; develop, update, and distribute training resources (e.g., user guides and videos), as needed; assist users and troubleshoot when necessary.

- Monitor and track assessment and survey data collection and analysis regularly.
- Work closely and regularly with full- and part-time TE faculty and staff on the development of assessment instruments that result in valid and reliable data necessary for accreditation and for connections to performance-based assessment content in relevant education courses.
- Facilitate the resolution of any structural issues in order to bring education courses, accreditation, and the performance-based assessment processes into alignment.
- Coordinate and oversee collection, aggregation, and disaggregation of data related to the TE candidate's performance in coursework and on the performance-based assessment that is required for accreditation; compare the Ramapo data to that of similar-sized institutions and national benchmarks/trends.
- Use the data analysis, accreditation needs, and/or performance-based assessment performance to suggest corrective changes in education program coursework or processes.
- Verify and maintain accurate and confidential databases related to accreditation and performance-based assessment assessment.
- Administer exit, alumni, employer, and clinical practice triad surveys on behalf of all accredited education programs; disseminates summary of analysis of survey results.
- Serve as a non-voting member of TE program standing and/or ad hoc committees related to accreditation, assessment, and innovation; prepare and archive all meeting agendas, minutes, and related documentation, which will be used during accreditation and assessment activities.
- Notify the Assistant Dean, faculty, or staff, as appropriate, of any positive or negative irregularities.
- Organize and facilitate bi-annual TE program faculty data retreats and TE and graduate education program advisory board meetings; document and communicate summaries and findings, which can be used toward continuous improvement efforts.
- Coordinate faculty development workshops related to accreditation, as needed.

- Develop, update, and deliver to education program participants and K-12 partners current training materials, seminars, workshops, and symposia related to accreditation and performance-based assessment needs.
- Create and disseminate/deliver, each semester or year as appropriate, written and oral reports on progress made toward meeting accreditation requirements and performance-based assessment standards for continued program compliance relative to State mandates.
- Assist in updating the TE Handbook, education program websites, and other consumer resources and marketing material.
- Support the Assistant Dean of TE in the completion of Assessment Plans and Year-End Reports required by the College.
- Assist the Assistant Dean of TE, Graduate Program Directors, faculty, and staff with special projects, assignments, and events, as needed.
- Attend state and national conferences on accreditation, performance-based assessment, assessment, etc; attend monthly NJACTE, NJ CAEP Collaborative, NJ Teacher Assessment Consortium, and NJ Field Directors Forum meetings; bring information back to Ramapo in order to keep the Assistant Dean of TE, faculty, and staff aware of possible or pending changes and programmatic opportunities; assume leadership/committee roles and assist with special projects, as needed.
- Supervise Graduate Assistants or student aides, as assigned.
- Support program and curriculum development, as appropriate.
- Assist in the coordination, development, implementation, and evaluation of the TE program strategic plan.
- Perform other duties as assigned.

Clinical Practice-Related Responsibilities

- Develop and regularly update all clinical practice training materials, guidance documents, and observation and evaluation instruments for clinical interns, clinical supervisors, and cooperating teachers.

- Prepare and facilitate annual Clinical Practice Orientations and make-up sessions (as needed) for clinical interns, clinical supervisors, and cooperating teachers and annual Data Retreats for clinical supervisors.
- Create, update, disseminate, and manage data from ADA compliant online training videos and quizzes for clinical supervisors and cooperating teacher

Performance-based assessment-Related Responsibilities

- Serve as the performance-based assessment coordinator for the TE program.
 - Provide oversight and support for the implementation of performance-based assessment, which includes developing a timeline, communication structure, and system for distributing/sharing up-to-date resources (e.g., Google drive folders).
 - Provide names to AACTE for individuals who are approved to have site access to performance-based assessment materials.
 - Promote the educative value of performance-based assessment and serve as the Ramapo College point of contact for all performance-based assessment-related matters/concerns posed by TE faculty and staff, clinical interns, clinical supervisors, and cooperating teachers.
 - Prepare and facilitate performance-based assessment workshops for clinical interns enrolled in Clinical Practice I and Clinical Practice II.
 - Lead teacher candidates through the performance-based assessment submission process, which requires the coordination, with Ramapo's Information Technology Services Department, of the finalization of teacher candidates' video recordings.
 - Order, track, and disseminate vouchers for teacher candidates; monitors, supports, and assists with teacher candidates' portfolio submissions or resubmissions.
 - Collect, analyze, and disseminate performance-based assessment data to faculty and clinical faculty; tracks programmatic changes that occur in response to performance-based assessment data analysis.

- Assist the Assistant Dean of TE with troubleshooting any issues arising and related to the quality of placement, which may impact a teacher candidate's ability to submit a successful performance-based assessment portfolio and/or may affect recommendation to certification and overall program accreditation and assessment efforts.
- Interact with clinical interns, clinical supervisors, cooperating teachers, and K-12 partner building administrators, as appropriate and needed for performance-based assessment implementation and completion.
- Serve as the liaison between TE, the performance-based assessment platform provider, and other related entities; participate in monthly performance-based assessment support calls and attend state and national conferences, workshops, trainings, and webinars related to performance-based assessment matters.
- **Technology/Budget-Related Responsibilities**
- Inform the Assistant Dean of TE and other appropriate staff on performance-based assessment-related matters that may have an impact on the Unit's budget.
- Review and recommend technology options that will assist teacher candidates in their successful completion and submission of performance-based assessment and Ramapo College's education programs in their accreditation continuation/renewal efforts.
- Perform any and all duties assigned by the Asst. Dean and/or Dean.

Education/Experience:

REQUIREMENTS

EDUCATION:

A Bachelor's degree from an accredited college or university is required. A Master's degree in a field related to the position is preferred.

EXPERIENCE:

- A minimum of three years of professional experience in an institution of higher education or in education or another field that is directly related to the functions of the position to be filled or equivalency, as determined by the appointing authority.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated deep understanding of assessment construction, implementation, and reporting.
- Excellent interpersonal, oral and written communication, and organizational skills.
- Demonstrated ability to write reports that include appropriate representations of and analysis of data to be used for continued program improvement.
- Experience with and understanding of the accreditation process and ability to communicate it to all stakeholder groups.
- Ability to comply with and interpret applicable State education laws, policies, codes, and regulations, as well as accreditation standards, requirements, etc.
- Ability to develop, recommend, and evaluation education program goals, policies, and operations that comply with State, national accreditation, and College policies, procedures, and goals.
- Demonstrated ability to work with diverse stakeholders (e.g., students, faculty, staff, administrators, cooperating teachers, clinical supervisors) and to establish and maintain effective communication and cooperative working relationships with these stakeholders, as well as student organizations, government and private

EEO STATEMENT

Ramapo College is an Affirmative Action/Equal Employment Opportunity Employer. Ramapo has a long history of advocating, advising, and supporting diversity, equity, and inclusiveness. Examples can be found in its mission statement, strategic plans, degree and course offerings, community outreach programs, and other diversity programs. Ramapo's commitment to diversity and inclusion is infused across all facets of the College; where the environment is welcoming,

dedicated to social justice, respectful of freedom of expression, focused on educating and having an ongoing conversation regarding cultural competence and the benefits and importance of diversity.

Required Documents:

Cover Letter, Resume/Curriculum Vitae

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