

## **Assistant Director of Assessment and Accreditation Virginia Tech School of Education**

The Virginia Tech School of Education is inviting applications for the position of Assistant Director of Assessment and Accreditation. The new Assistant Director will have the opportunity to build assessment practices that ensure the continuous improvement of curricular programs in the School of Education. Additionally, the Assistant Director will help continue the School's long-standing, successful record of attaining accreditation from the Council for the Accreditation of Educator Preparation (CAEP), Council for Accreditation of Counselor and Related Educational Programs (CACREP), and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This position is a calendar year administrative professional (AP).

### **Responsibilities:**

The School of Education's Assistant Director of Assessment and Accreditation is responsible for the design, implementation, and management of a comprehensive and integrated assessment and program evaluation system that provides information to improve the productivity, effectiveness, and impact of the School's academic programs, and meets the accreditation requirements of multiple agencies. Responsibilities include working with internal and external stakeholders, developing and sustaining a culture of assessment, providing training/professional development, and creating actionable reports that include trend analysis, disaggregating special populations, and data models. This position also includes teaching a minimum of one course per year. Occasional travel to attend conferences and meetings is required.

### **Required qualifications:**

- Terminal degree (Ph.D. or Ed.D.) in education or related discipline/field (e.g., educational research, educational psychology, higher education administration, statistics) by appointment start date
- Knowledge of measurement, data analysis, research design, and qualitative and quantitative research methodologies
- Expertise in the principles and practices of assessment and evaluation
- Knowledge of regional and/or disciplinary accreditation standards and reporting
- Record of handling complex tasks, strong interpersonal, leadership, and communication skills
- Demonstrated commitment to diversity and equity
- Excellent written, verbal, and interpersonal communication skills
- The successful candidate will be required to have a criminal conviction check.

### **Preferred qualifications:**

- Experience working with regional and professional accreditation agencies
- Working knowledge of SPSS, SAS, R, or comparable statistical analysis program
- Teaching experience in higher education, online, hybrid and/or face-to-face
- Ability to develop, implement, and utilize information systems
- Demonstrated project management skills
- Experience with or knowledge of grant evaluation practices

- Experience validating outcomes-based assessments and related measurement and evaluation activities within a higher education setting
- Advanced psychometric training and/or research experience

Other responsibilities include:

1. Ongoing design and implementation of a digital quality assurance system that will provide valid and reliable data for administrators, faculty, and staff to evaluate the School's programs
2. Co-developing and overseeing the implementation of key assessments, learning outcomes, and program outcomes that overlap with meeting accreditation requirements (e.g., explore integration of course management system for data collection)
3. Working with faculty members, administrators, and other stakeholders to implement assessment and evaluation activities for the School of Education
4. Collaborating with the University Office of Analytics and Institutional Effectiveness to share already existing data and advance the School of Education's continuous improvement initiatives
5. Serving as liaison (or co-liaison) to CAEP and CACREP
6. Managing unit accreditation reporting and visits, including all aspects of national and state accreditation reporting, writing unit and program level self-study reports (with input), and any related follow-up reports, including annual updates
7. Maintaining and strengthening a culture of assessment by routinely reviewing assessments and reports to determine necessary adjustments to existing curricula, ongoing assessment, data sources, and/or activities
8. Representing VT SOE programs at relevant accreditation conferences and meetings, and communicating accreditation status and progress to internal and external stakeholders
9. Providing training to those involved in accreditation activities, including the development and evaluation of key assessments, data collection, analysis, and interpretation of assessment data
10. Some teaching in field/discipline.

Virginia Tech has a strong commitment to the diversity of its faculty, staff, and students. Candidates from diverse backgrounds are encouraged to apply.

Virginia Tech is a public land-grant university serving the Commonwealth of Virginia, the nation, and the global community. The discovery and dissemination of new knowledge are central to its mission. Through its focus on research and discovery, teaching and learning, and outreach and engagement, the university creates, conveys, and applies knowledge to expand personal growth and opportunity, advance social and community development, foster economic competitiveness, and improve the quality of life.

As the Commonwealth's most comprehensive university and its leading research institution, Virginia Tech offers over 280 undergraduate and graduate degree programs to more than 34,000 students and manages a research portfolio of more than \$521 million. Virginia Tech is located in the beautiful mountains of Southwest Virginia, offering a wide variety of cultural and outdoor recreational activities.

**How to Apply:** All applications must be submitted online at [www.jobs.vt.edu](http://www.jobs.vt.edu); refer to posting #519347. Please submit a cover letter detailing your qualifications for the position, a curriculum vitae, and the names and contact information for three references. Finalists will be expected to provide undergraduate and graduate transcripts. Review of applications will begin on March 20, 2022 and continue until position is filled.

Questions may be directed to Dr. Nancy Bradley, Search Committee Chair, at [nbradley@vt.edu](mailto:nbradley@vt.edu).

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