

Class Code:.....0565
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Developed by:.....SG
Reviewed by:.....
Approved by:.....
Date:9/30/88,06/97,11/99,10/02,
11/10

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Office of Teacher Education
DIVISION: Academic Affairs (Human Science and Services)
REPORTS TO: Chair of the Department of Education
GRADE: 13
SUPERVISES: Clerical support staff

BASIC FUNCTION:

Coordinate and ensure smooth functioning of the Office of Teacher Education. Under the supervision of the Director of the School of Education, provide support to each of the teacher education teams and the Director of the School through overseeing day-to-day operations and procedures for teacher certification; maintain and coordinate partnership agreements with districts and schools for student placements for practica and student-teaching assignments; ensure necessary tracking of student data for School of Education, state and national reporting and accreditation requirements; as assigned, represent the School and the Director in meetings and presentations, develop recruitment materials and represent the school at recruitment functions, and provide coordination with the Outcomes Office for accreditation, program review, and approval procedures; coordinate teacher education student advising and developmental activities of the School of Education with the Director and program teams; other duties as assigned by the Director of the School of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Support the quality and effectiveness of teacher education and school-related programs at the University.

Coordinate Teacher Certification reporting for the University of Rhode Island.

Work closely with the teacher education programs to ensure policies and procedures serve students, the University, the State, and the teaching profession.

Staff such advisory and school-based groups as may be assigned.

Coordinate and ensure the smooth functioning of the Office of Teacher Education.

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Promote teacher education on and off-campus, e.g., through publication of a newsletter, developing and arranging for conferences and meetings, ongoing communication with, and tracking of, program graduates.

Assist in the development of procedures for, and create/monitor processes that ensure necessary tracking of student data for School of Education, state and national reporting and accreditation requirements.

As assigned, represent the School and the Director in meetings and presentations.

Develop recruitment materials and represent the School at those functions.

Provide day-to-day coordination of accreditation, program review, and approval procedures as appropriate to the Office of Teacher Education functions and roles, and as assigned by the Director.

Oversee and coordinate the development and placement of students in student-teacher practica and experiences that are in keeping with the standards and mission of the School of Education.

Facilitate admissions and review processes in collaboration with program teams.

Coordinate ongoing professional development of cooperating teachers and clinical faculty/staff.

Develop and assist in the coordination of partnership agreements, activities, training and related functions required for school placements for students in, and interested in, teacher education programs in keeping with the standards for such placements required by accreditation agencies and School of Education policies.

Teach courses on an as-necessary basis.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as assigned by the Director, including possible travel to and participation in regional or national conferences and meetings as required to fulfill the duties of the position.

LICENSES, TOOLS AND EQUIPMENT:

Eligible for certification as a teacher and/or public school administrator or equivalent (e.g., prior service in the field). Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree in education or appropriate related field (e.g., school psychology, education psychology); five years of combined experience working in the fields of education (PK-16) and communications; prior record of experience in the administration/coordination of educational programs; demonstrated training skills, and writing and interpersonal communication skills; computer skills which include record keeping, database and report development; familiarity and experience with state certification, program approval, and national accreditation procedures and partnerships; teaching and/or administrative experience in a public school setting; eligibility for certification as a teacher and/or public school administrator or equivalent; demonstrated ability to organize, coordinate and supervise support staff.

Preferred: Strong skills and background in utilization of educational data and research for teacher education program improvement.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.