

Wittenberg University - Director of Assessment and Licensure

Job Description:

The department of Education is seeking a Director of Assessment and Licensure. This is a full-time, 10-month administrative staff position. Working under the direction of the Department Chairperson, this position oversees and directs the assessment system for the University's undergraduate teacher licensure programs and graduate level principal and endorsement programs. This position will lead and coordinate assessment reporting (inclusive of CAEP, SPA, Title II, AACTE, PEDS, and state of Ohio) through the use and management of databases or electronic assessment systems. Additionally, the position will work with faculty to establish and maintain key assessments for the entire unit and individual licensure programs, develop data summaries and recommendations related to the education programs' key assessments, monitor changes in state and national policy, and report the findings and recommendations to the Department Chair and the Director of Graduate Studies. This position will serve as the primary liaison to the Ohio Department of Education and the Ohio Department of Higher Education to monitor changes to licensure requirements and licensure testing expectations and recommend to the Ohio Department of Education those candidates who have completed licensure and endorsement requirements based on Wittenberg's approved programs. This position will teach undergraduate and/or graduate level teacher education courses, based on their area of expertise and as the assessment cycle allows. This position requires some travel within the state of Ohio and to national meetings.

Essential functions include, but are not limited to:

- Create and maintain the unit and programs' assessment systems necessary to adequately evaluate program outcomes.
- Coordinate the writing and submission of the accreditation, SPA, state, and national reports to be filed at relevant deadlines throughout the accreditation cycle.
- Act as system administrator for electronic data collection systems (Via by Watermark) and edTPA/Pearson coordinator.
- Review all completers' programs of study and recommend to the Ohio Department of Education those candidates who have completed licensure/endorsement requirements.
- Attend trainings and conferences that pertain to accreditation, teacher education programs and teacher licensing at both the state and national level.
- Conduct training/orientations for teacher candidates to assure correct licensure exams and licensure applications are completed.
- Teach up to 8 credits each academic year.
- Perform other duties as assigned such as special projects, programs, developmental activities, etc.

Requirements:

A master's degree in Measurement/Educational Assessment, Education, or related discipline with some quantitative experience is required; a doctoral degree in the field of Teacher Education is preferred. One to three years of relevant work experience is required.

Additionally, we are looking for candidate having:

- Working knowledge of program assessment processes and accreditation standards in education (e.g. CAEP, SPAs, and the Ohio Standards for the Teaching Profession).
- Experience using database and/or electronic portfolio systems to manage and disseminate data for program improvement, approval, and accreditation.
- Evidence of independent and creative thinking in solving issues in education assessment.
- Excellent analytical and quantitative skills and the ability to write technical reports needed for program approval and accreditation.
- Ability to work and communicate with department faculty and staff, state officials, and CAEP staff to lead assessment and accreditation processes.
- Experience teaching either at the pK-12 level or in teacher preparation programs.

Additional Information:

Wittenberg is committed to attracting and retaining highly qualified individuals who collectively reflect the diversity of our student body and society at-large. Please see our [notice of nondiscrimination](#) housed on our website.

The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment.

Application Instructions:

Review of applications will begin immediately and the position will remain open until filled. The anticipated start date for this role is tentatively August 1, 2020. Questions regarding the position should be directed to Dr. Brian Yontz, Chair and Associate Professor of Education, Wittenberg University, byontz@wittenberg.edu.

To apply, please set-up an account in our [online recruiting system](#) and upload the following documents in MS Word or Adobe Acrobat format.

1. Resume
2. Cover letter
3. Name, address, and phone number of three professional references.

If you are a person with a disability and require assistance with the application process, please contact Wittenberg's Human Resources Department at 937.327.7517.

About Wittenberg University:

In surveying the grounds of what is now Wittenberg University, the Rev. Ezra Keller, the college's first president and founder, remarked: "This is a lovely spot for a literary institution," one that will attract hundreds of students "to drink at the pure fountains of knowledge, and then go forth into the world to do good." Today, that lovely spot now encompasses more than 100 acres of rolling hills and lush hollows across southwestern Ohio with architecturally distinct structures that embrace Wittenberg's past and provide a beautiful backdrop to the teaching excellence and faith-based learning environment that has defined the liberal arts University since its founding in 1845. Nationally recognized for accessible professors, best classroom experience, service excellence, and a superior athletics tradition, Wittenberg is home to 1,700 students, 60

majors, minors and special programs, a Graduate School for Professional Studies, and 25 varsity sports.