

University of Missouri-Kansas City

School of Education

Job Description

The School of Education Assessment Coordinator will direct the School's comprehensive unit assessment system. Specific duties to include:

- Manage School's quality assurance system for academic programs and current and former students, including managing electronic assessment and accreditation tools that track information such as:
 - Candidate demographics
 - Candidate performance on major assessments
 - Program performance indicators
 - Unit operations
 - Clinical/internship experience assessment data
 - Follow-up evaluation and assessment data.
- Provide technical software and assessment assistance to program faculty to assist them in aligning their programs with both state program review requirements as well as national accreditation organizations
- Assist program faculty in developing and creating relevant assessment rubrics and templates that align with program, state, and national/professional standards.
- Serve as liaison between electronic assessment (software) vendor staff members and the School.
- Work collaboratively with faculty and staff to ensure relevant data are collected, analyzed, and reported. Attend division, school, and university meetings with faculty and staff.
- Assist unit administration and program faculty with the preparation of relevant program review and accreditation reports and documents. Work collaboratively with the Deans, Certification Officer, Division Chairs, assigned faculty, and Institutional Research Manager in the preparation of the annual reports required by relevant organizations. Work collaboratively with UMKC campus assessment coordinator and team to ensure School information is collected for national accreditation at the University level.
- Develop operational procedures, processes, and schedules in accordance with department policies and methodology to achieve strategic goals. Coordinate plans with peer directors, external units, and others as appropriate.
- Represent the School of Education at state and national conferences related to assessment and program accreditation

Minimum Qualifications

A Bachelor's degree or an equivalent combination of education and experience and 3 years of experience from which comparable knowledge and skills can be acquired is necessary

Preferred Qualifications

- Master's degree in education administration, educational research, or related area, or an equivalent combination of education and experience from which comparable knowledge, skills, and abilities can be acquired.
- Four years of experience in education administration, working with faculty in a leadership role.
- Demonstrated record of accomplishments in working effectively with racially, culturally, and linguistically diverse populations.

- Preferred qualification: Proficient knowledge of assessment and accreditation planning software systems used in higher education settings.

CHARACTERISTICS OF SUCCESSFUL CANDIDATE:

- Superb interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to demonstrate the initiative needed to learn the School's current quality assurance software system and support others in its use.
- Self-directed and can work independently, as well as collaboratively.

Full Time/Part Time

Full time, benefit-eligible

Salary

\$47,476 - \$65,468 annual. Commensurate with experience and education.

Application Deadline

June 6, 2021

Application Instructions

1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

https://erecruit.umsystem.edu/psp/tamext/KCITY/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=7&FOCUS=Applicant&SiteId=7&JobOpeningId=36707&PostingSeq=1