

Baldwin Wallace University is seeking nominations and applications for an Assistant/Associate Dean of Undergraduate Programs in the School of Education.

The Assistant/Associate Dean of Undergraduate Programs is responsible for the efficient and effective operation of all academic programs leading to initial licensure in the School of Education. The assistant/associate dean serves as advisor to the Dean and supervises four support staff.

Essential duties, tasks and responsibilities: (The following duties are not to be considered a complete list of duties and responsibilities assigned to this position.)

Academic Leadership

- Works with faculty program coordinators and curriculum committee chairpersons, to ensure development, cohesion, and on-going improvement of the curriculum.
- Oversees the selection of scholarship recipients for the School of Education.

Academic Schedule

- Creates the schedule of classes each term, coordinating with the Assistant/Associate Dean for K12 Graduate Programs.
- Oversees course schedule preparation for all incoming freshmen and transfer students.

Field/Clinical Experiences

- Addresses problems or issues with students in the field.
- Recruits, hires, and trains field/clinical supervisors.

Supervision/Professional Development

- Responsible for the supervision of four staff members: placement coordinator, program assistant/receptionist, licensure specialist and the academic advisor for post-baccalaureate license programs.
- Provides instructional support for new faculty.

Assessment/Accreditation

- Ensures that reliability standards are met through training and re-calibrating the use of observation and evaluation instruments with field/clinical supervisors.
- Shares in the review of assessment data in support of quality assurance and improvement.

Budget

- Oversees expenses associated with the field/clinical experiences: payroll, mileage, training, and student programming.

Key Interactions

- *Internal to BW* --Education faculty, supervisors and staff, faculty in cooperating campus departments, Registrar, Office of Academic Advising, Admissions, Provost Office.

- *External to BW--cooperating teachers in K12 schools, school administrators, Ohio Department of Education.*

Qualifications:

Required:

- Earned doctorate in Education.
- Minimum three years of K-12 teaching experience.
- Experience as a full-time Education faculty member in higher education.
- Three to five years of experience in leadership or administrative roles- preferably in higher education.
- Familiarity with the administration of field/clinical programs in teacher education.
- Current knowledge of best practice in teaching and in teacher preparation.
- Understanding of the role of state standards and CAEP national standards for teacher education.

Preferred:

- Scholarly expertise in one or more of the School's program areas: early, middle or adolescent education; special education; educational technology; school leadership; literacy; or higher education.
- Supervisory experience with professional and support staff.

Application Procedure: The search committee will begin reviewing applications October 15th and will continue until the position is filled. Priority consideration will be given to applications received by October 15th. Send resume, cover letter and contact information for three professional references in one (1) Word document or one (1) PDF and submit via the *To Apply* link on HR's Employment and Careers' web page at: <https://www.bw.edu/employment>

Baldwin Wallace University is an EEO/AA employer and educator. At BW, we support and encourage diversity in a variety of forms. We value and appreciate inclusive excellence in the classroom, within extracurricular activities, and as we engage our community partners. Learn more at Diversity Affairs: <http://www.bw.edu/about/diversity/>