

School of Education
Associate Dean for Accreditation and Technology
Roles and Responsibilities

The School of Education Department at Manhattanville College is seeking an Associate Dean for Accreditation and Technology.

Accreditation Responsibilities

- Oversee all matters related to national accreditation through CAEP (Council for the Accreditation of Educator Preparation)
- Collaborate closely with SOE faculty on programs that must be submitted to Specialty Professional Associations (SPA) for CAEP
- Work with faculty to plan changes to course syllabi and programs to meet SPA standards.
- Work with faculty on gateway assignments and rubrics
- Know requirements for each of the School of Education's approximately 65 programs in order to be able to assist faculty with SPA reports
- Oversee all facets of the programs so that programs meet both NYSED, SPA, and CAEP requirements
- Do three annual PEDS report, Title II reports, Special Education and Bilingual reports
- Apply to NYSED for any and all program changes and new programs
- Work with faculty and administration to meet new NYSED requirements for teacher certification, which includes edTPA and new standardized tests
- Serve as a liaison between CAEP, NYSED, and the School of Education to make sure that all current and new standards are being met
- Collaborate with the Assistant Provost for Institutional Effectiveness in matters relating to NYSED, MSCHE, and other institutional accreditations

Technology Responsibilities

- Ensure that the School of Education is equipped with the appropriate technology to meet CAEP and NYSED standards
- Keep CAEP online system up to date and maintain three other databases used in the School of Education: Student Teaching Database, Faculty Information Database, and Programs Database
- Maintain School of Education accreditation performance assessment system
- Explore the possibility of changing systems to streamline data collection process

Qualifications

Doctoral degree in education or related field; teaching/administrative experience; experience with accreditation and assessment; database experience a plus.

For consideration, send cover letter; curriculum vitae; and the names and contact information of three references to humanresources@mvile.edu.