

**Director of Accreditation and Academic Quality Improvement**  
**College of Education**

Job Code: 2247 /Position type: Professional Staff  
Position Number: 00460119

**Nature of Work**

The College of Education at the University of Colorado Colorado Springs (UCCS) invites applications for the position of Director of Accreditation and Academic Quality Improvement. The position will coordinate and direct assessment, accreditation, and program review activities for the College of Education and education-related programs across UCCS. As part of the Academic Leadership Team, the individual will report to the Associate Dean. This is a full-time staff position.

This is an exciting time in the history of the College of Education at UCCS. With new degree programs in Inclusive Early Childhood Education and Inclusive Elementary Education, along with interdisciplinary educator preparation programs in collaboration with the Colleges of Letters, Arts and Sciences and Engineering and Applied Science, we are experiencing significant enrollment growth. This provides us with opportunities to serve the unique needs of Colorado Springs, the southern region of the state, and beyond.

The COE professional education programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP), the Council for Accreditation of Counseling & Related Educational Programs (CACREP), the Colorado Department of Education (CDE), and the Colorado Commission of Higher Education (CCHE). The College of Education offers programs in professional education: Early Childhood, Elementary, Secondary, Special Education, Counseling, and Educational Leadership. Undergraduate, Master, and PhD degrees are awarded by the College. We also offer a number of certificates and endorsements. To learn more about the College of Education, visit College of Education Web site at <http://www.uccs.edu/education>.

UCCS is a vibrant and growing military-friendly campus named by U.S. News and World Report as a top Western public university and recognized by the American Association of State Colleges and Universities as a leader in community engagement efforts. Further information about the Colorado Springs has a low per capita tax rate and a moderate cost of living. U.S. News & World Report ranked the city fifth in the 2016 best places to live in the United States. It boasts over 300 days of sunshine each year and the front range of the Rocky Mountains provides many opportunities for an active lifestyle.

**Professional Field**

Academic Leadership

**Examples of Work Performed**

- Spearheading the collection and use of data to analyze and document the College of Education's progress and performance;

- Preparing and maintaining data reports and documentation needed by accrediting bodies, government agencies and others as required;
- Managing, implementing, and ensuring compliance with national and state accreditation requirements for certification, degree, and licensure programs;
- Performing quantitative and qualitative data collection and analysis of program effectiveness, student learning outcomes, instructional effectiveness, as well as to support planning, decision-making, and grant reporting;
- Retrieving and analyzing information from an array of data management systems;
- Engaging with a wide range of stakeholders across the institution and the College of Education to understand needs, share insights concerning data, plan for the collection of information, provide the necessary training to effectively manage and understand data, and promote a data-informed culture;
- Coordinating with the Institutional Research Office, Registrar, Assessment Office and others as required to ensure consistent information related to admissions, retention, attrition, and graduation to provide stakeholders with information for decision-making, planning, and training;
- Collaborating with faculty and staff in developing effective assessment strategies associated with student learning outcomes, creating/identifying valid and reliable assessment instruments, analyzing assessment methods and results, reporting and communicating assessment results, and preparing reports and presentations;
- Implementing a comprehensive and proactive plan for collecting, analyzing, reporting, and disseminating data on students, services, and academic programming, including developing policies and procedures that ensure accurate and trustworthy data;
- Supporting the College's strategic planning process, including developing benchmarks and tracking progress;
- Advise on data stewardship and governance issues;
- Act as College of Education's representative in working with IT;
- Developing and maintain College of Education Website;
- Contributing to marketing strategies;
- Communicating effectively with a broad range of constituents;
- Serving as an ex-officio member of the College of Education Assessment and Accreditation Standing Committee;
- Other related duties as assigned.

### **Minimum Requirements**

Applicants must have a master's degree in education from a regionally accredited institution and a minimum of a combination of three years of experience with P-12 education and/or in a higher education setting.

### **Preferred Requirements**

In addition to the requirements above, preferred candidates will possess experience with the CAEP and/or CACREP accreditation process, experience using technology to enhance educational experiences for students pursuing teacher preparation such as video coaching, and advanced proficiency in spreadsheets, databases, and statistical software.

Candidates must also possess strong communication skills to broadly engage a variety of constituents both within and outside of the University and to serve as an advocate for the College of Education.

**Knowledge, Skills, and Abilities**

Applicant must understand databases, assessment, and curriculum design and alignment. Knowledge of program evaluation, assessment, and accreditation is essential. Applicant must possess the ability to track several projects simultaneously, have excellent communication skills (oral and written) and the ability to build positive relationships.

**Supervision Received**

Directly reports to Associate Dean

**Supervision Exercised**

None

**Salary**

\$60,000

**Full time/part-time (FTE)**

FT / 1.0 FTE

**Background Check**

Successful Candidate must pass a background check to include license and educational verification, prior employment verification, sex-offender registry check and criminal history.

**FLSA Exempt/Non Exempt**

Exempt (not eligible for overtime)