



Director of Assessment and Accreditation

The Reich College of Education at Appalachian State University is recruiting applicants for a full-time Director of Assessment and Accreditation. The position will coordinate and direct assessment and accreditation activities for the College and education-related programs across the University. The individual will report directly to the Associate Dean.

Required Qualifications

- Master's degree with a specialization in assessment, statistics, measurement, testing program evaluation and/or a related education field.
- Knowledge of accreditation processes and standards
- Knowledge of program evaluation and assessment
- Excellent organizational, interpersonal, and communication skills (both oral and written)
- Proficiency in using or familiarity with TK20 or a similar data management software program
- Ability to prioritize and organize multiple tasks to meet deadlines
- Ability to work effectively in a team environment

Preferred Qualifications

- Doctoral degree with a specialization in assessment, statistics, measurement, testing program evaluation and/or a related education field.
- Working knowledge of and experience with edTPA.
- Knowledge of and experience with P-12 and higher education assessment needs and processes.
- Familiarity with analytics and mathematical models

Job Duties & Responsibilities

Data

- Collect, integrate, and analyze data from a course management system (TK20).
- Provide formative and summative data on program needs for decision-making and planning.
- Perform quantitative and qualitative data collection and analysis of program effectiveness, student learning outcomes, instructional effectiveness, as well as planning, decision-making, and grant reporting.
- Collaborate with faculty and staff in developing effective assessment strategies associated with student learning outcomes, analyzing assessment methods and results, reporting and communicating assessment results, and preparing reports and presentations.
- Analyze data related to admissions, retention, attrition, and graduation to provide stakeholders with information for decision-making, planning, and training.

Accreditation

- Prepare and maintain data reports and documentation needed by accrediting bodies.
- Collect, analyze, and report assessment data for the Council for the Accreditation of Educator Preparation (CAEP), Council for Accreditation of Counseling and Related Educational Programs (CACREP), Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE), Council for the Advancement of Standards in Higher Education (CAS), and others as required.
- Manage, implement, and ensure compliance with national and state accreditation requirements for the College's certification, degree, and licensure programs.

Other

- Acquire knowledge and understanding of Appalachian State University and the Reich College of Education's organizational structures, goals and objectives, and policies and procedures.
- Provide professional development to faculty and staff to improve assessment and data collection.
- Work collaboratively with undergraduate and graduate program directors for continuous improvement.
- Actively participate in University and College-level committees.

Application Procedure:

Please submit a letter of application, curriculum vita and 3 references to:

<http://appstate.peopleadmin.com/postings/13295>

Review of complete applications will begin on November 1, 2016 and will continue until the position is filled.

Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.