



## **Executive Director Council on Teacher Education (CoTE) University of Illinois Urbana-Champaign**

The University of Illinois Urbana-Champaign (UIUC) is one of the leading public universities in the world, with a student enrollment of more than 50,000 and nearly 3,000 faculty. The campus is renowned for creating architectural accessibility (curb cuts were born here), wheelchair athletics, and accessible higher education for individuals with disabilities. Our vibrant and diverse community of 130,000 offers the residential advantages of a medium-sized university city, excellent cultural opportunities, and a high quality of life, with a cost of living lower than the U.S. average. The university assists faculty spouses and partners seeking employment in the Champaign-Urbana area. Please visit the [dual academic career webpage](#) for more information.

The Council on Teacher Education (CoTE) oversees licensure programs across eight colleges and schools on the Urbana campus. CoTE is responsible for monitoring the progress of candidates to ensure they meet state requirements and entitling all eligible candidates for licensure; for ensuring that licensure programs meet standards for approval; and for overseeing clinical placements in partner schools. CoTE collects, analyzes, and disseminates assessment data to program faculty and staff, and provides technical assistance in developing improvement plans, program proposals, and reports. CoTE monitors state and/or federal laws and regulations pertaining to licensure and assists program faculty and staff with compliance activities.

The University of Illinois Urbana-Champaign (UIUC) seeks an Executive Director, Council on Teacher Education (CoTE). This is a full-time 12-month academic professional position under the Office of the Provost which reports directly to the Dean of the College of Education. The primary responsibility of the Executive Director is to provide campus-wide leadership for all programs leading to professional licensure of educators.

### **Duties & Responsibilities**

#### **National, State, and Institutional Teacher Education Leadership and Advocacy**

- Represent UIUC Teacher Education at the institution, system, state, and federal levels concerning teacher preparation policy and practice and P-12 school policy related to teacher and administrator preparation and support.
- Promote UIUC influence on state and national issues facing teacher, administrator, and education support staff preparation and educator employment pathways.
- Serve as a communication link between state regulatory agencies (Illinois State Board of Education, Illinois Board of Higher Education, Illinois Department of Human Services, Illinois Community College Board) and UIUC teacher education programs and constituents.

#### **Professional Educator Candidate Licensure**

- Serve as liaison to the Council (of Deans) on Teacher Education.
- Chair the Council on Teacher Education Executive Committee and support their work in all policy making decisions regarding licensure programs.
- Oversee monitoring of every licensure candidate (student) to ensure that they meet the requirements for licensure established by the Illinois State Board of Education (ISBE) and State Educator Preparation and Licensure Board (SEPLB).
- Oversee the entitlement of all candidates for licensure.

#### **High-Quality Teacher Education Program Design and Implementation**

- Provide technical assistance to the faculty and staff of each program in developing and submitting proposals, revisions, and annual reports to ISBE and SEPLB for approval, as required in the Illinois Administrative Code, (Section 25.115).
- Execute and maintain student teacher placement contracts with school and agency partners.
- Oversee university supervisor requirements and training assurances.
- Coordinate the awarding of tuition and fee waivers to cooperating personnel in partner schools.
- Monitor state and/or national laws and regulations pertaining to educator licensure and assist program faculty and staff with required compliance activities.
- Oversee the reimbursement of clinical supervision costs annually to all programs, including establishing and maintain program eligibility and justification data for costs subsidized.

#### CoTE Unit Management and Staff Supervision

- Hire, supervise, and evaluate CoTE staff.
- Direct budgetary oversight and reporting.
- Establish and maintain CoTE operations and procedures.

#### Licensure Program and Candidate Data Collection, Retention, Program Evaluation, and Research

- Collect and analyze data on candidate progress to inform program practice and design revision.
- Collect, analyze, and disseminate data on completers and graduate employment in the field.
- Disseminate findings to campus leadership as well as program faculty and staff and assist them in developing plans for improvement.

#### In-Service Teacher Professional Development

- Assure state professional development policies and procedures for all professional development activities on campus.
- Oversee professional development activity development, support, and approval for individual and unit hosts.
- Administer participant recordkeeping and granting of ISBE professional development hours.
- Manage campus wide PDH related ISBE audit reporting.

#### Required Qualifications

- Doctoral degree in education or related field.
- Minimum of three years' experience and leadership in teacher education and / or teacher licensure.
- Excellent oral and written communication skills.

#### Preferred Qualifications

- Familiarity with Illinois licensure program approval standards and practices.
- Experience with building and supporting K-12 school partnerships.
- Knowledge of research and program effectiveness in teacher education.
- Experience advising and / or mentoring certification candidates at the undergraduate and / or graduate levels.
- State service/leadership experience (i.e., ISBE/ IBHE/ IDHS/SEPLB initiatives, standards development, program redesign etc.).

#### Appointment Information

This is a 100% full-time academic professional position, appointed on a 12-month basis. The expected start date is as soon as possible after April 16, 2023. Salary is commensurate with experience.

#### Application Procedures & Deadline Information

Applications must be received by 6:00 pm (CST) on March 8, 2023. Apply for this position using the Apply Now button at the top or bottom of this posting. Applications not submitted through <https://jobs.illinois.edu> will not be considered. The application package should include the following: a) cover letter, b) resume, and c) names/contacts for three references, all in a single PDF file as an upload in the "CV/Resume" section. For further information about this specific position, please contact Brenda Lindsey [blindsey@illinois.edu](mailto:blindsey@illinois.edu). For questions regarding the application process, please contact 217-333-2137.

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The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit [Required Employment Notices and Posters](#) to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, COVID-19 vaccination requirement, and employment eligibility review through [E-Verify](#).

Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act (2008) to complete the application and/or interview process. Requests may be submitted through the reasonable accommodations [portal](#), or by contacting the Accessibility & Accommodations Division of the Office for Access and Equity at 217-333-0885, or by emailing [accessibility@illinois.edu](mailto:accessibility@illinois.edu).

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**Requisition ID:** 1012689

**Job Category:** Administrative

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