

WEST CHESTER UNIVERSITY
invites applications for the position of:



**22-08 Director of Assessment
(Manager 190) - College of Education
and Social Work**

SALARY: See Position Description

**OPENING
DATE:** 08/04/21

**CLOSING
DATE:** Continuous

POSITION SUMMARY:

Join a vibrant campus community whose excellence is reflected in its diversity and student success. Join a vibrant campus community whose excellence is reflected in its diversity and student success. West Chester University of Pennsylvania's College of Education and Social Work (CESW) invites applications for the position of **Director of Assessment in the College's Assessment Office**.

West Chester University, a member of the Pennsylvania State System of Higher Education, is a public, comprehensive institution committed to offering high-quality undergraduate education, selected post-baccalaureate and graduate programs, and a variety of educational and cultural resources for its students, alumni, and citizens of southeastern Pennsylvania. The University offers more than 100 graduate and undergraduate programs in the sciences and mathematics, business and public management, arts and humanities, health sciences, education and social work, music, and interdisciplinary studies.

The Assessment Office facilitates the central collection, management, and reporting of student learning outcomes, candidate performance data in Tk20 by Watermark. Data from the University's student information system are also provided to programs. The Assessment Office collaborates with internal and external stakeholders to provide accurate data for the purposes of continuous improvement, program approval, program review, accreditation, national recognition of programs, and federal reporting; works together with university students, faculty, staff, and administrators on various initiatives and efforts including survey administration and analysis; Assurance of Student Learning; and Middle States Commission on Higher Education. The Assessment Office also works with site staff, accreditation agencies, Pennsylvania Department of Education, and the US Department of Education on data and reporting needs including Specialized Professional Association program review reports, Professional Educator Program Approval Major Review and Title II reports.

The Director of Assessment ensures the ongoing development and coordination of the assessment of student learning outcomes in the CESW and educator preparation programs, which are across the University, to facilitate and support a culture of assessment for continuous improvement.

Responsibilities Include:

- Ensuring the successful establishment and implementation of the Professional Education Unit's Assessment System that collects, aggregates, reports, and analyzes data on candidates' performance relative to the Council for the Accreditation of Educator

Preparation (CAEP), Specialized Professional Associations (SPA), and Pennsylvania Department of Education (PDE) standards, and the Conceptual Framework;

- Ensuring the successful establishment and implementation of Professional Education Unit operations to evaluate and improve the Unit and its programs.
- Promoting and supporting assessment for the Undergraduate and Graduate Social Work Programs as part of their Council on Social Work Education (CSWE) accreditation and the Counselor Education Programs for their Council for Accreditation of Counseling and Related Educational Programs (CACREP) accreditation.
- Developing, planning, organizing, and coordinating strategic assessments, data, and reports for stakeholders, campus units, and external agencies including Assurance of Student Learning, accreditation, program review, and United States Department of Education Title II National Teacher Preparation Data.
- Providing operational leadership, appropriate strategies, and accountability standards to ensure systems provide the relevant data and evidence throughout the Professional Education Unit and CESW for reporting purposes and continuous improvement.
- Serving on the Council of Professional Education (CPE) and the CPE Assessment and Accreditation Committee, along with other College/University committees.
- Providing strategies and solutions for resolving issues that impact the organization and its services.
- Encouraging and facilitating the use of developing an information technology strategy and communicating with the Dean, Associate Dean, faculty, staff, and committees to improve systems and processes.
- Manage office personnel including work allocation, professional development, problem resolution and performance feedback.

MINIMUM QUALIFICATIONS:

- Master's degree in education, educational research, research and measurement, social sciences, or a related field
- Demonstrated experience in P-12 education and/or higher education including education, assessment, and/or institutional research
- Demonstrated experience in performance assessment including construction and/or administration of assessment instruments, rubrics, surveys and/or extracting data for reporting
- Three years of leadership experience with supervisory responsibilities

PREFERRED QUALIFICATIONS:

- Doctorate in Education, Educational Research, Research and Measurement, Applied Statistics, or Social Sciences with a focus on research, or a related field
- Demonstrated experience with specialized accreditation such as CAEP, CSWE, and/or CACREP, national standards and/or program assessment
- Five years of leadership experience with supervisory responsibilities in higher education.
- Experience with assessment software systems including Tk20 by Watermark
- Experience with student information systems including PeopleSoft
- Demonstrated proficiency in Microsoft Office 365 Suite
- Demonstrated ability to work collaboratively as part of a team and with culturally diverse populations

SPECIAL INSTRUCTIONS:

Salary range is \$76,229 to \$87,118. Excellent benefits package including undergraduate tuition fee waiver for self and dependents.

Candidates should apply online at <https://www.governmentjobs.com/careers/wcupa>. Electronic application allows for a cover letter addressing position requirements and responsibilities, resume, and three reference contacts (required). Review of applications will begin immediately and continue until the position is filled.

Applicants must successfully complete interview process to be considered as a finalist.

Developing and sustaining a diverse faculty and staff advances WCU's educational mission and strategic Plan for Excellence. West Chester University is an Affirmative Action/Equal Opportunity Employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

All offers of employment are subject to and contingent upon satisfactory completion of all pre-employment background checks.

For information on the University's crime statistics, which is available in a publication called "Your Safety Is Our Concern", please contact Public Safety at 610-436-3311 or by accessing the following website: <https://www.wcupa.edu/dps/documents/clery.pdf>

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.wcupa.edu>

201 Carter Drive, Suite 100
West Chester, PA 19383
610-436-3232

search@wcupa.edu

Position #22-08
22-08 DIRECTOR OF ASSESSMENT (MANAGER 190) -
COLLEGE OF EDUCATION AND SOCIAL WORK
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