



Position announcement

- Position:** Accreditation Manager, non-tenure track staff position with administrative faculty status
Department: Teacher Education
Reports to: Director of the Department of Teacher Education

The Department of Teacher Education at Anderson University located in Anderson, Indiana invites applications for a staff position to begin June 1, 2021.

Responsibilities:

Under the guidance and supervision of the Director of the Department of Teacher Education, the Accreditation Manager will:

- Coordinate the work of the DTE faculty related to SPA reports, state program reviews, and unit accreditation with the Council for the Accreditation of Educator Preparation (CAEP)
- Design, implement, and oversee the quality assurance system for the department
- Manage overall accreditation reporting, site visits, and continuous improvement at the EPP and program levels
- Strengthen systems for continuous improvement through frequent review of assessments
- Conduct and write SPA and state program reviews through collaboration with secondary/P-12 content areas and DTE faculty, including initial and response to condition reports
- Direct and ensure writing of the CAEP Self-Study Report and the Formative Feedback Report Addendum
- Establish the reliability and validity of EPP created assessments
- Attend accreditation trainings, conferences, and meetings at the state and national levels
- Conduct meetings and surveys with stakeholders, including the Teacher Education Committee
- Train faculty, as necessary, on sound assessment procedures, including instrument construction, data analysis & interpretation, and program improvement
- Design and implement a plan for data collection to demonstrate completer impact on P-12 learning
- Collaborate with the Director of the DTE on all state and national annual reporting and website updates
- Assist the Director of the DTE in planning and supervising the accreditation duties of the Administrative Assistant
- Teach up to 3 credits per semester in an area of expertise if applicable

Qualifications:

Master's degree (Ed.D. or Ph.D. preferred) in Education or a relevant field with strong communication and interpersonal skills. An organized, detail-oriented, problem-solver with leadership potential. The ideal candidate will have 2-3 years of experience with teacher education accreditation. Experience as a CAEP, SPA, and/or state program reviewer is a plus. Other relevant experience in P-12 and/or higher education will be considered. The successful candidate will possess a maturing Christian faith and demonstrate a strong commitment to the mission of Christian higher education and professional development.

Benefits: This is an 11-month, 92% FTE, position paid over 12 months.
Eligible for university benefits.

Position Available: June 1, 2021

Review of applications will begin immediately and will continue until the position is filled.

Send application materials electronically in pdf format. Applications consist of a letter addressing the preferred qualifications listed above, a curriculum vitae, evidence of teaching effectiveness and scholarly potential, a statement of how your faith relates to your discipline, a copy of graduate transcript(s), three letters of recommendation, and a completed Anderson University application (found at <https://www.anderson.edu/uploads/hr/faculty-application.pdf>). Address to: Dr. Joel Shrock, Dean, School of Humanities and Behavioral Science, Anderson University, 1100 East Fifth Street, Anderson, IN 46012. Email address is jdshrock@anderson.edu. Please make sure that receipt is confirmed. Background checks are routinely conducted on applicants for Anderson University positions.

Anderson University is on a mission to educate students for lives of faith and service, offering more than 60 undergraduate majors, 30 three-year degrees, 20 NCAA Division III intercollegiate sports, alongside adult and graduate programs. The private, liberal arts institution is fully accredited and recognized among top colleges for its business, computer science, cybersecurity, dance, engineering, nursing, and teacher education programs. Anderson University was established in 1917 in Anderson, Indiana, by the Church of God.

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.