

N JOB DESCRIPTION

ADMINISTRATIVE / PROFESSIONAL STAFF

POSITION: Dean of the College of Education & Human Services
DEPARTMENT: College of Education & Human Services
REPORTS TO: Provost
FLSA STATUS: Exempt
CONTRACT TERMS: Full-time, 12-month position

PRIMARY DUTY: The Dean of Education & Human Services is the chief academic and administrative officer for the College of Education & Human Services and serves as the Director of Teacher Education. In these roles, the Dean, in consultation with the Provost, oversees strategic, academic, and financial planning of the College; college/departmental budgets; faculty salaries and promotion and tenure recommendations; and provides overall leadership of program development. The Dean reports directly to the Provost and serves on the Deans Council.

ESSENTIAL FUNCTIONS: The College seeks a visionary leader and excellent communicator with a successful record in administration, teaching, research, and outreach to the community; who embraces diversity; who is committed to academic excellence; and who is a strong advocate of education and human services both within the university and in the community. Other essential functions include:

1. Oversees strategic, academic, and financial planning of the academic programs of the college
2. Oversees recruitment, selection, development, and evaluation for rank and promotion of College faculty and staff
3. Ensures the Teacher Education Unit complies with all education statutes, certification standards, and meets expectations of NCATE, DESE, and other accrediting bodies
4. Integrates the efforts/curriculum/faculty of the Teacher Education Unit within all three academic colleges
5. Coordinates partnership and collaboration across the university, school districts, community, and the state
6. Promotes grant funded initiatives
7. Is committed to providing students with intercultural and international experiences
8. Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Education: Demonstrated record of teaching and scholarly accomplishments that will support appointment as full professor in an academic field pertinent to the work of the College
Experience: Experience in both P-12 and collegiate teaching positions
Skills: Superior interpersonal, organizational, communication, management and leadership skills

PREFERRED QUALIFICATIONS:

Education: Ph.D. or Ed.D. and 10 or more years of teaching, leadership experience, and an ongoing record of scholarly accomplishments
Experience: Commitment to a P-20 approach to education
Skills: In addition to the minimum qualifications, the candidate will be committed to continuing the "Building Bridges" program and will have a demonstrated ability to collaborate with urban, suburban, and rural school districts

This job description is not a contract of employment. Unless otherwise agreed in writing signed by the Board of Regents and subject to any applicable law, all University employees are employed on an at-will basis. Northwest Missouri State University reserves the right to alter the job description at any time without notice. Northwest is an Equal Opportunity Employer.

WORKING CONDITIONS: This position will work the hours of 8:00 a.m. to 5:00 p.m. with an hour lunch break and the possibility of night and weekend hours. This position must purchase and maintain a cellular device and service that will be used for work functions. This position must be responsible for plan choices, calling areas, service features, terminations clauses, and paying for all charges associated with the cellular device and service.

SUPERVISORY RESPONSIBILITIES: Supervises employees within the College of Education & Human Services

TYPICAL PHYSICAL DEMANDS: Ability to lift up to 20 pounds

COMMUNITY: Northwest Missouri State University is located in Maryville, Missouri, a community of 12,000 with a diverse economy, and a strong industrial base. Maryville is located 45 miles north of St. Joseph, Missouri and 90 miles north of Kansas City, Missouri. For more information visit our website at www.maryville.org.

UNIVERSITY: Northwest Missouri State University is a traditional resident-based campus with total enrollment over 7,200 students, which includes undergraduate and graduate students. Northwest, a four-time winner of the Missouri Quality Award, is a teaching-focused institution requiring a twelve-hour teaching load per trimester. For more information visit our website at www.nwmissouri.edu.

COLLEGE: The College of Education and Human Services includes the academic departments of Behavioral Sciences, Health and Human Services, and Professional Education, as well as the Horace Mann Laboratory School and the Phyllis and Richard Leet Center for Children and Families. It is home to Northwest's Professional Education Unit, preparing teachers, counselors, and administrators/leaders for the nation's school system. Northwest has been continuously accredited at the national level since the inception of the Council for the Accreditation of Educator Preparation (CAEP), previously NCATE, and by the Missouri Department of Elementary and Secondary Education (DESE). The mission of the College is to create learning communities in which students and professionals develop partnerships with families, communities, schools, businesses, and other public agencies. For more information visit our website at <http://www.nwmissouri.edu/academics/ed/index.htm>.