

# **N** JOB DESCRIPTION

**NORTHWEST** **FACULTY**  
MISSOURI STATE UNIVERSITY

**POSITION:** Assistant Director of Professional Education  
**DEPARTMENT:** Professional Education Unit  
**REPORTS TO:** Dean, College of Education & Human Services/Director, Professional Education  
**CONTRACT TERMS:**

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**PRIMARY DUTY:** In cooperation with the Dean, works to ensure that the Professional Education Unit meets all expectations of applicable accrediting bodies.

**ESSENTIAL FUNCTIONS:**

1. Chairs the PEU (Professional Education Unit) Leadership Team and administers its functions by preparing materials and agenda in cooperation with the Dean, the Directors of NCATE (National Council for Accreditation of Teacher Education) and DESE (Department of Elementary and Secondary Education) accreditation and other leaders.
2. Assists, in cooperation with the Dean/Director, in overall administration and coordination of professional education programs, educator certification and data-driven evaluation of education programs as they relate to NCATE & NCA Standards and procedures for approval of professional education programs in Missouri by DESE.
3. Approves the official list of faculty who hold membership in the Professional Education Unit.
4. Serves as Executive Secretary for the Council on Teacher Education (COTE) at the discretion of the Dean/Director.
5. Collaborates with and supervises the Coordinator of Teacher Education Student Services and the Coordinator of Assessment, labors to ensure a data system (assessment system), which assures candidates are able to succeed, assure P-12 achievement, and successfully perform on state exit exams.
6. Works closely with the faculty to ensure in depth and continuous opportunities are evident in each curricula and classroom for candidates to plan for instruction and learning of all students.
7. Exerts strong leadership to ensure aggressive programs to meet the diversity goals of the PEU, emphasizing increased diversity of the faculty and student body.
8. Ensures technology is integrated throughout the curriculum, to assist candidates to be able to maximize learning of all students. Ensure emphasis in all classroom and field sites.
9. Builds programs to successfully support beginning teacher induction and provision of a strong BTAP support network.
10. Remains current with professional educator preparation through familiarity with the literature and by regular attendance at regional, state and national conferences in the field, sharing trends in curriculum and pedagogy with the Unit.
11. Works to ensure the learning community composed of faculty from all three colleges and the P-12 professional faculty as well as the professional education faculty, work together to continuously review and improve processes and programs.
12. Works with Dean, Coordinator of Assessment and Director of Field Experiences to ensure successful practica, reflection and feedback from all customers.
13. Collaborates with the Coordinator of Teacher Education Student Services and the Coordinator of Assessment to ensure a comprehensive student, graduate, and employer feedback process and the development of the Annual Beginning Teacher Assistance Program Report to COTE.

*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.*

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**MINIMUM QUALIFICATIONS:**

Education:  
Certification/License:  
Experience:  
Skills:

**PREFERRED QUALIFICATIONS:**

Education:  
Certification/License:  
Experience:  
Skills:

**WORKING CONDITIONS:**

**SUPERVISORY RESPONSIBILITIES:**

**EQUIPMENT/MATERIALS USED:**

**TYPICAL PHYSICAL DEMANDS:**

**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 the website at [www.maryville.org](http://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 the website at [www.nwmissouri.edu](http://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>.

**DEPARTMENT:**

**SALARY:**

**APPLICATION DEADLINE:**

**DATE AVAILABLE:**

**TO APPLY:** Please fill out a Northwest application online by clicking <http://agency.governmentjobs.com/nwmissouri/default.cfm> to reach our employment opportunities

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listing. You will also need to submit the application materials listed below in order for them to be complete. Please contact the Office of Human Resources at 660-562-1127 or email [mdrake@nwmissouri.edu](mailto:mdrake@nwmissouri.edu) for more information.

**APPLICATION MATERIALS:**

**INQUIRIES FOR THE POSITION CAN BE MADE TO:**

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