



**POSITION TITLE:** Dean, School of Education

**DEPARTMENT:** Academic Affairs

**REPORTS TO:** Provost

**FLSA STATUS:** Full-time, Exempt, 12-month contract

**SALARY:** \$150,000 - \$180,000 Annually

**GENERAL DESCRIPTION:**

The Dean of the School of Education at NDNu serves as the chief academic and administrative officer of the School of Education. The Dean is an innovative and visionary leader who takes a primary role in promoting excellence in the implementation of the school's educational mission, which includes collaborations and partnerships, creation of new programs, fundraising, and external positioning. The Dean is also responsible for faculty and staff hiring and supervision, faculty and staff development, curriculum development, internal program evaluation, program accreditation by external agencies, budget management, and enrollment efforts. The Dean fosters communication and collegiality and promotes diversity and inclusion among faculty, staff, and students. The Dean may fulfill these responsibilities directly or through delegation, where appropriate.

The Dean is expected to provide strong leadership in building relationships with local school districts and non-profit agencies, state and national professional organizations, and governmental and accreditation agencies. In addition, the Dean should have excellent administrative and interpersonal skills and demonstrated ability to work effectively with faculty, staff, students, TK-12 school, and non-profit agency personnel. The Dean will be instrumental in building new online programs and launching online versions of current programs. An earned doctorate in education or related field with a demonstrated successful teaching, research, and administration record in teacher education and allied disciplines is required.

**SUPERVISORY:** School of Education Program Directors for Teaching Credentials and Master's Degrees, Faculty

**ESSENTIAL FUNCTIONS include, but are limited to:**

**1. Leadership:**

- Provide oversight for all programs within the School, including credential and Master's degree programs; design and implement processes and procedures to promote consistency and continuity in each program.
- Directly supervise program directors and staff; hire and evaluate all School faculty and staff.
- Oversee and implement all California Commission on Teacher Credentialing Program Standards.
- Manage the School of Education budget, including forecasting and control, revenue projections and expenses, and faculty contract generation.
- Mentor new faculty; encourage their growth and professional development.
- Demonstrate and promote entrepreneurship and creativity in the development of new programs to meet changing market trends.
- Chair the annual meeting of the School of Education Advisory Council.

**2. Faculty Development:**

- Work with faculty and staff to support their professional development.
- Conduct evaluations of faculty related to their teaching, advising, service and administrative responsibilities as described in the Collective Bargaining Agreement.
- Make recommendations on faculty retention, promotion, and tenure.
- Assure that education faculty are aware of California Department of Education and California Commission on Teacher Education teacher education policy initiatives and that preparation for accreditation visits occurs in a timely manner.
- Provide direction for the acquisition and integration of new technology in education.

**3. Marketing, Enrollment, and Public Relations:**

- Work with the Dean of Enrollment Management and Vice President for Marketing and Communications to maintain a highly visible School profile both internally and externally and enhance marketing opportunities to build enrollment, including engagement with local school districts and non-profit agencies.
- Establish and maintain educational partnerships with local school districts and non-profit agencies, including contracts for student/intern teachers, Educational Therapy interns, and collaborative off-campus programs as appropriate.
- Develop and maintain collegial partnerships within the School of Education, the University community, public and private TK-12 schools, and non-profit agencies in the area.
- Arrange and attend recruitment events such as Information Evenings in collaboration with Admissions. Involve local school districts in creating pipelines and partnerships.
- Contribute to marketing collateral, including online advertising, brochures, and other printed material, to advertise School of Education programs.
- Serve as a public relations representative of the University as needed.

**4. Collaboration and Collegiality:**

- Promote and maintain collegial relationships within the School of Education.
- Build and maintain good relations with other deans, faculty, staff, and administrators.
- Seek opportunities to work with other university academic programs.

**5. Fundraising:**

- Work with the Office of Advancement and other campus constituencies to generate new resources.
- Provide oversight for grant writing, grant maintenance, and grant reporting.

**6. Additional Duties:**

- Teach up to one course each academic year.
- Manage appropriate tasks assigned by Provost commensurate with the Dean's role.
- Serve on the Council of Deans, Executive Management Team, and other University groups as designated by the Provost.

**QUALIFICATIONS:**

- Ed.D. or Ph.D. in a teaching field within the School of Education
- Senior Administrative experience in the field of education, including responsibilities for budgets and equitable distribution of resources
- Ranked teaching experience at an accredited College or University (preferred)
- Experience as a TK-12 classroom teacher and/or administrator (preferred)
- Familiarity with education specialist learning environments and the related legal requirements
- Demonstrated ability to work effectively with others within the University setting and in the larger profession
- Experience with the California Commission on Teacher Credential accreditation cycle, accreditation review documents, and site visit schedule
- Training/experience with the CTC Board of Institutional Review (preferred)
- Excellent oral and written communication skills

- Demonstrated record of program development, both in-person and online
- Record of successful fund-raising and/or grant writing (preferred)
- Experience with diverse constituencies and diverse programs to promote educational access and achievement for all students – especially those from underrepresented populations and adult learners

**APPLICATION PROCEDURES:**

NDNU is committed to providing an educational environment that supports a diverse student population. All completed applications will be carefully reviewed. Please upload a cover letter and resume. In your cover letter, express interest in and outline your qualifications. Please also include any information about your experience(s) working in a fast-paced, multi-tasking environment and what qualities you would bring to support this commitment to inclusive excellence at NDNU for the School of Education.

*\*\* All applicants at the time of hire must be eligible to work in the U.S.A. NDNU does not pay or offer to pay for relocation expenses.\*\**

Founded in 1851, Notre Dame de Namur University (NDNU) is a dynamic institution whose reputation for excellence and commitment to the development of the whole person comes from its heritage as a Catholic institution founded by the Sisters of Notre Dame de Namur. Our faculty is committed to carrying out these core values throughout the curriculum.

For over 170 years, NDNU has served students not traditionally represented in higher education. NDNU is a fully accredited master's university. NDNU is a Hispanic Serving Institution (HSI) and Asian American Native American Pacific Islander Serving Institution (AANAPISI), and we enroll many first-generation students. NDNU serves a diverse student body from various backgrounds and experiences and actively commits itself to educational access for all students.