

Teacher Education Position Announcement
Associate Director of Teacher Education
School of Education (SOE)
University of California, Davis

The School of Education, University of California, Davis invites applications for the position of Academic Administrator, Associate Director of Teacher Education. This is expected to be a full-time, non-tenure track appointment. Appointment begins July 1, 2017. Successful candidates will require knowledge and experience in at least two of these three areas: 1) k-12 public school classrooms, 2) Commission on Teacher Credentialing (CTC) requirements and functioning, and 3) program administration at a higher education institution. The Associate Director should have experience with, and an understanding of, teacher education in order to support the unit in collecting data and disseminating information about the program.

Minimum Qualifications:

The candidate must have 1) Earned doctorate in Education or appropriate related field, 2) Experience with the preparation of pre-service teachers for culturally and linguistically diverse school populations, 3) Excellent communication skills and creative and collaborative problem-solving abilities, 4) Enthusiasm for inquiry and research

Preferred Qualifications:

The preferred candidate will possess: 1) Background in program administration, leadership, personnel management, and budgeting, 2) Experience working in institutions of higher education, 3) Knowledge of California credentialing process, standards, and review procedures

Responsibilities Include:

- Coordinate scheduling and staffing of teacher education (TE) classes
- Ensure that appointments comply with the Unit 18 bargaining contract
- Jointly oversee personnel reviews of the UC Davis academic federation TE faculty
- Oversee the admissions and scholarship process
- Responsible for generating reports to the CTC
- Handle student conduct issues and faculty concerns
- Advocate for the TE program within the administration of the SOE
- Maintain communication with the other TE programs within the UC system
- Lead new program development
- Generate the annual budget and approve expenditures
- May teach credential and Master's level courses, serve on MA committees, and chair the Admissions Committee

Salary

Commensurate with education and experience

Inquires

For more information about the School of Education visit our website at <http://education.ucdavis.edu/>. Contact Search Committee Chair Al Mendle at ammendle@ucdavis.edu or Academic Personnel Analyst Marcia Woods at mlwoods@ucdavis.edu, with questions about application procedures.

Application Procedures/Deadline

Applications are being accepted now and will be reviewed beginning January 10, 2017. Submit an application, letter of interest, curriculum vitae, clear and succinct statement about the opportunities and challenges for teacher education in California, and 3 letters of reference online at <https://recruit.ucdavis.edu/apply/JPF01369>