

Dean, School of Education - Full Time

Area/Department:	Academic Affairs/Education
Staff Level/FLSA:	Administrative Faculty/Exempt
Family:	Administrative Faculty
Reports to:	Provost

Description:

The Dean of Education provides visionary leadership within the School of Education toward a goal of excellence and responds to issues of preparing educators for the future. The Dean of Education is responsible for the various programs within the School of Education. These programs include multiple and single subject credentials, administrative services credential, Master of Arts in Education, non-degree programs, and the undergraduate Liberal Studies major. Administrative faculty responsibilities continue through twelve months each year.

Qualifications:

1. Earned doctorate in higher education leadership or a related field required
2. Proven ability to build consensus and facilitate communication
3. Demonstrated experience and understanding of accreditation processes and bodies related to the varied programs
4. Minimum of 10 years teaching and/or administrative experience in education, and evidence of management and organizational skills to facilitate the growth of faculty, staff and programs
5. A commitment to excellence in teaching and administration in a Christian liberal arts environment
6. Current, direct experience at the college/university level
7. Experience in special education preferred
8. Background in online education desired
9. Experience in California Commission on Teacher Credentialing Accreditation processes beneficial

General Expectations:

1. Demonstrate Simpson University Values in the performance of all duties
2. Maintain lifestyle in accordance with Simpson University Lifestyle Policy in Staff Handbook
3. Maintain the confidentiality of information, data and records. Properly use tact, diplomacy, discretion and judgment
4. Demonstrate strong customer service skills in the performance of job duties
5. Demonstrate good organizational and communication skills in the performance of job duties
6. Supervises employees in accordance with Simpson University policies and procedures (for supervisory positions)
7. Support the overflow needs of other departments within the respective university area
8. Perform other duties in accordance with this position as deemed necessary by the Provost

Responsibilities:

In addition to adhering to the expectations outlined by Simpson University and programmatic expectations of the California Commission on Teacher Credentialing and regional accrediting bodies, duties will include, but are not limited to, the following:

1. Motivates, communicates with and leads faculty in accomplishing educational objectives
2. Develops, articulates, administers and evaluates instructional policies, procedures and programs within the school of education
3. Works with an advisory committee comprised of area administrators to review programs and assess program needs to meet the needs of hiring partners
4. Oversees accreditation for all teaching and administrative credentials within the school of education
5. Works actively with the admissions office to support enrollment and retention initiatives
6. Participates in the budget development for the school of education and implements and maintains sound fiduciary practices
7. Assists in development and administration of grants
8. Writes annual program review in cooperation with the liberal studies division chair
9. Work with other Simpson University departments to provide services to school of education students

10. Promote the school of education locally, regionally, and nationally
11. Serves as a member of the Provost Council

In addition to the online application process found at simpsonu.edu/employment, please submit the following documents to pjones@simpsonu.edu;

1. Names and contact information of three references
2. Personal essay that includes a statement of faith and discussion of how you integrate Christianity with education
3. Cover letter
4. CV