



**Director of Assessment and Accreditation
Full Time Faculty, Non-Tenure Track
Mission Valley/San Diego Regional Center**

Point Loma Nazarene University, a faith-based institution affiliated with the Church of the Nazarene and located in San Diego, invites applications for a Director of Assessment and Accreditation and Regional Center oversight for the School of Education beginning immediately. The successful candidate will demonstrate a commitment to graduate education in a Christian context and will embrace the mission of Point Loma Nazarene University.

This is a full-time administrative appointment. The School of Education is comprised of 20 faculty members with a strong commitment to high quality teaching, service, and applied scholarship. There are approximately 500 candidates working toward a credential that are drawn to the School of Education for its commitment to educating students who are empowered, equipped, and transformed to work in 21st century educational settings.

Responsibilities

- Lead all aspects of the SOE Accreditation and Assessment program, specifically coordinating CTC, CAEP, and WASC accreditation process In conjunction with the dean, associate deans, and program coordinators at all regional centers.
- Facilitate the program review efforts for the unit to meet PLNU and WASC requirements for documenting student learning and program improvement.
- Represent the SOE at appropriate PLNU faculty or administrative committees
- Lead administration of the Mission Valley Regional Center providing general oversight, staff supervision, and coordination of this regional center, faculty, staff, and operations.
- Lead communication and quarterly meetings with the Advisory Committee
- Manage the budget for the Regional Center and all associated programs.
- Coordinate the orientation of new adjunct faculty at the regional center. Provide training on University and SOE policies, technology, and grading procedures.
- Coordinate the scheduling of classes and building use for all programs offered at the Regional center, working collaboratively with the Associate Deans and program directors.
- Keep abreast of all aspects of CAEP accreditation by attending conferences and seminars; communicate changes in the process to the Dean and appropriate faculty.
- Facilitate the writing and submission of all documents requested of CTC and CAEP.
- Facilitate the CAEP on-site visit on dates assigned by CTC and CAEP
- Work with the Budget and Data Analyst to submit annual reports.

Qualifications

- Doctoral degree in Education strongly preferred.
- Evidence of Christian commitment and active church involvement.
- Thorough commitment to the concept of Christian graduate education. Desire to work in an evangelical institution in the Wesleyan tradition. Supportive of the religious and educational goals of the university and its sponsoring denomination.
- Potential for outstanding teaching and research.

To be considered, submit all of the following electronically on the university's employment website at <https://employment.pointloma.edu/>: a letter of application addressing specific qualifications for the position; a current vita; a statement of teaching philosophy in the context of a Christian institution; copies of all graduate transcripts; and complete contact information for five professional references. Review of applications will begin immediately and continue until a suitable applicant pool is established. Only complete application files will be considered.

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