



**ACADEMIC ADMINISTRATOR
JOB DESCRIPTION**
Created: December 16, 2019

Position Title: Associate Dean for Teacher Education
Position Tracking Number: F203
School/College: School of Education
Department: Teacher Education
Location: Azusa Campus

About APU:

Azusa Pacific University is a comprehensive, evangelical, Christian university located 26 miles northeast of Los Angeles, California. As a leading Christian university in California, Azusa Pacific University grounds rigorous academics on a solid spiritual foundation. With an intentional focus on scholarship, faith integration, diversity, and internationalization, APU provides high-quality academic programs within a tight-knit community of disciples and scholars. APU is honored to have earned the status as a Hispanic-Serving Institution (HSI) for another year. This is a federal designation, granted to universities based on the percentage of Latino students enrolled and the quality of services provided. APU is 1 of only 7 Coalition of Christian Colleges & Universities institutions and 291 schools nationwide to earn this designation. APU is classified by the Carnegie Foundation as an R2 Doctoral University, recognizing APU's high level of research activity. A leader in the Council for Christian Colleges & Universities, APU is committed to excellence in higher education. Offering more than 100 bachelor's, master's, and doctoral programs on campus, online, and at seven regional locations across Southern California, APU continues to be recognized annually as one of America's Best Colleges by U.S. News & World Report.

Description:

Azusa Pacific University's School of Education invites applications for the Associate Dean for Teacher Education position. We seek applicants who have a demonstrated, vibrant Christian faith compatible with the mission of Azusa Pacific University. The department embraces faith integration and encourages students to examine the role



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their worldview and cultural understanding have in informing their practice in the K-12 classroom.

Candidates should have a strong record of academic leadership with a demonstrated commitment to academic excellence and innovative program delivery and design. They should have an exemplary record of teaching, research, and service, with evidence of collaboration – both internal and external between a University and K-12 partners. The successful candidate must have previously served fulltime in a University setting -- as an academic administrator or faculty rank (Associate Professor or Professor).

Teacher Education operates highly regarded undergraduate Liberal Studies major, as well as masters and credential programs focused on teacher preparation with emphases in teaching, special education, learning and technology, and educational technology. The credential portions of these programs are offered at the elementary (Multiple Subjects) and secondary (Single Subject) level and in Special Education (Mild to Moderate and Moderate to Severe). Teacher Education consists of 3 program areas – general education, special education, and advanced studies – approximately 25 full-time faculty positions and 9 staff, as well as 125+ adjunct faculty, supervisors, and mentors. Programs are accredited by WSCUC (Western Association of Schools & Colleges Senior College and University Commission), CTC (California Commission on Teacher Credentialing), and CAEP (Council for the Accreditation of Educator Preparation).

Responsibilities:

The Associate Dean reports to the Dean and serves on the School's leadership team as the chief academic administrator of Teacher Education. S/he provides leadership in the primary areas of faculty teaching; research and service; enrollment and budgets; and program development and assessment. Faculty recruiting, support, and supervision (through the University's Faculty Evaluation System) are significant components of this role. In addition to faculty oversight, this position has 8 direct administrative reports – 6 chairs and program directors (with responsibility for recruiting and admissions, curricular updates and alignment with accreditation standards, course scheduling, and student advising); an administrative manager (who oversees program support staff); and the Director of Student Placements (for student teaching).

The Associate Dean will provide academic vision and implementation for enhancing programs, research, and practice for teacher preparation programs (undergraduate,



credential, and masters), while ensuring alignment with University and accreditor expectations for programs and their assessment. Regular participation in professional associations ensures timely information for program alignment and new program development in an era of fast-paced change of educator expectations, as well as providing opportunity for influence in shaping the agenda of the field. Active engagement with external partners – districts, schools, and colleagues at peer institutions – is an essential component of the role. May be needed to work at alternative Regional Campuses or Sites.

Level: Academic Administrator

Qualifications:

- A demonstrated, vibrant Christian faith compatible with the mission of Azusa Pacific University (faculty members are required to sign a “Statement of Faith,” available at <http://www.apu.edu/about/believe>, and to adhere to the policies outlined in the Faculty Handbook).
- PhD or EdD in education from an accredited institution.
- Prior role as academic administrator and/or faculty (rank of professor or associate professor)
- Eligibility to teach in one of the credential or master’s programs in Teacher Education.
- Commitment to professional and scholarly activity as demonstrated by an active research agenda that speaks to both practitioner and academic communities.
- Willingness and ability to travel to the APU Regional Campuses as needed.

Experience:

- University faculty experience, including administrative experience at the program director, chair, or assistant/associate dean level.
- K-12 credential teaching experience in general or special education, with an established record of success in serving ethnically diverse populations.
- Graduate teaching experience required, with familiarity with distance learning preferred.
- Demonstrated success in administrative work and evidence of leadership accomplishments.
- Experience in Christian higher education is especially desired.



Workload: Full-time faculty contract. Responsible for administrative and personnel oversight in the Associate Dean role and teaching 1-2 graduate courses per year after year 1.

Hire Date: Open until filled.

Mental Demands:

- Ability to integrate Christian values in all aspects.
- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain confidentiality and manage confidential information.
- Ability to collaborate with other faculty and staff and maintain collegial relations.
- Self starter, ability to communicate effectively in written and oral form.

Additional Information:

Candidates must align with Azusa Pacific University's Christian identity. Faculty members are expected to sign a Statement of Faith (available at <http://www.apu.edu/about/believe>), to adhere to the policies outlined in the Faculty Handbook, and to integrate the Christian faith in teaching and scholarship.

Azusa Pacific University is a Christ-centered, multicultural community that values and seeks faculty and staff who are committed to diversity, work effectively with diverse populations, and engage others in ways that honor our rich cultural mosaic and biblical foundation.

Azusa Pacific University does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures. Women and minorities are encouraged to apply.

Azusa Pacific University conducts background checks on all final candidates.

Application Procedure:

To apply, visit <http://www.apu.edu/cp/employment/>. Review of applications will begin immediately, and the position will remain open until filled.



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