

POSITION DESCRIPTION

Position: Associate Dean for Teacher Education
Rank: Full Professor or Associate Professor, with tenure or tenure-track
Appointment Type: 12-month
Location: Kansas State University
College of Education
Manhattan, KS 66506

The College of Education is one of ten academic units at Kansas State University, with the main campus located in Manhattan, KS. Currently enrolling 1,780 undergraduate and 1,182 graduate students through its campus, off-campus, and distance learning programs, the College has a 100-year distinguished history of preparing educators to be knowledgeable, ethical, caring decision makers for their roles in a diverse world. As part of the 22,000-strong K-State student body, the College of Education is the largest professional education program in Kansas. Kansas State University is accredited by the North Central Association of Colleges and Schools (NCA). The Professional Education Unit at Kansas State University is fully accredited by the National Council for Accreditation of Teacher Education (NCATE) and the Kansas State Department of Education (KSDE).

Duties

The Associate Dean for Teacher Education reports directly to the Dean of Education in all matters. The Associate Dean directs the College's teacher education programs, and supervises and evaluates the chairs of the Departments of Elementary Education and Secondary Education and the College's Director of Assessment. The Associate Dean oversees the College's accreditation processes, guiding the design of all programs to exceed national (NCATE) and state standards, preparing, preserving, and presenting program documentation, and chairing the College Program Coordinating Committee. Additional responsibilities include coordinating the College's Honors Program, the Teacher Education Advisory Council, the production of alumni communications (including an annual magazine), and the interactions of the teacher preparation units with the Center for Student and Professional Services. The Associate Dean exercises signatory responsibilities on behalf of the Dean for designated College financial transactions, is the initial College point of contact for unresolved student grievances, and represents the Dean within the College, across campus, and to external constituents as needed.

Required Qualifications

- 1) Earned doctorate in a teacher education-related field;
- 2) University administrative experience at the department head level or above;
- 3) P-12 teaching experience;
- 4) Experience with state and national teacher education accreditation processes;
- 5) Academic credentials meriting appointment at Associate Professor rank or above;
- 6) Demonstrated commitment to diversity, equity, and educational opportunity;
- 7) Demonstrated communication and public relations skills.

Desired Qualifications

- 1) Academic credentials meriting appointment at Full Professor rank with tenure;
- 2) College level administrative experience at the Assistant Dean level or above;
- 3) Experience/knowledge supporting use of technology in educational settings;
- 4) Experience/knowledge of state and NCATE standards and procedures;
- 5) Experience with on-line and distance-delivered course development/delivery.

Application Procedure

Qualified candidates should submit the following documents: a cover letter describing how their educational background and professional experience meet the required and preferred qualifications for the position; a full curriculum vitae; official university transcripts indicating highest degree held; and a list of three references including names, surface and email addresses, and phone numbers. Candidates will receive prior notification before references are contacted. All communications and materials should be directed to:

Dr. David Thompson, Chair
Associate Dean for Teacher Education Search Committee
College of Education
006 Bluemont Hall
Kansas State University
Manhattan KS 66506
Phone: 785.532.5533
Fax: 785.532.7304
Email: thomsond@ksu.edu

Applications will be reviewed beginning March 1, 2010 and will continue until the successful candidate is identified. The appointment date for this position will begin no later than August 8, 2010. In accordance with Kansas Board of Regents policy, a successful pre-employment criminal background check will be required for the final candidate.

Kansas State University is an equal opportunity employer and actively seeks diversity among its employees.