

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DEAN - TEACHER EDUCATION

PAY GRADE: A-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Provide leadership in the planning, direction, and evaluation of all teacher training programs and courses in accordance with the mission and academic standards of College of Central Florida. Coordinate and supervise the activities of the CF Learning Lab School, and teacher education and professional development for teachers including noncredit continuing education. Serve as the state contact for state-approved educator preparation programs.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree in education or related field of study required. Doctorate preferred.
2. Years of experience in field: Minimum of three years of experience working in a community college required. Academic program management experience at a community college is required. Minimum of three years of experience in working with high schools, community colleges or universities in developing educational courses/programs for teachers preferred.
3. Special skills or abilities related to position:
 - Proficiency in verbal and written communications with external and internal groups;
 - Ability to plan, direct, and evaluate programs/courses related to teacher training and teacher professional development;
 - Establish positive working relationships with school districts, universities, faculty, staff and the public;
 - High level of communication skills that support a collaborative learning environment;

- Experience in evaluating the effectiveness of educational programs, policies and procedures;
- Experience in developing and implementing programs/courses for teacher certification and re-certification

ESSENTIAL JOB FUNCTIONS:

1. Focus on addressing the teacher shortage by supporting or developing program offerings that include, but are not limited to certificate, associate degree and baccalaureate degree programs, non-credit early childhood education programs, and courses for teacher certification/recertification.
2. Serve as the program manager for the Baccalaureate of Science in Early Childhood Education degree program.
3. Oversee coordination of field placement for teaching interns.
4. Market and promote the teacher education program/courses to schools within the college's district.
5. Serve as liaison for the tri-county school district in the areas of teacher preparation, teacher certification, and professional development for teachers.
6. Complete annual reporting for the state of Florida and other oversight entities related to teacher education.
7. Oversee non-credit teacher education.
8. Oversee teacher education test preparation programs.
9. Serve as chair for the Tri-County Education & Training Consortium.
10. Review education related course syllabi and course manuals for clarity, accuracy, consistency and inclusion of appropriate content.
11. Meet regularly with education faculty to assess status, needs, improvement and evaluation of programs/courses.
12. Monitor both state regulations and current trends in teacher training and teacher education.
13. Maintain a continuous inventory of available instructional personnel, including hiring and conducting faculty evaluations.
14. Prepare and analyze budget needs, plan expenditures, approve requisitions and purchase orders and resolve any problems associated with them.
15. Oversee the development of teacher education curriculum and the course schedule.
16. Provide administrative oversight for Building 20.
17. Provide administrative oversight for the CF Learning Lab School.
18. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS (Continued):

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: OCALA CAMPUS

SUPERVISOR OF POSITION: VICE PRESIDENT WORKFORCE DEVELOPMENT AND INNOVATION