

**ASSOCIATE DEAN FOR STUDENT SERVICES & CERTIFICATION
CLINICAL ASSISTANT/ASSOCIATE/PROFESSOR [NON-TENURE TRACK, 12 MONTH APPT]**



The University of Alabama (UA) is where Legends are made. UA has experienced tremendous growth, with enrollment of 37,842 for fall 2020, compared to 27,052 in the fall of 2008. UA had a record-setting Graduate School enrollment in fall 2020. Approximately 40 percent of UA's freshman class scored 30 or higher on the ACT, and 40 percent were in the top 10 percent of their high school graduating class (another UA record). The University of Alabama is a leader among public universities nationwide in the enrollment of National Merit Scholars with almost 800 currently enrolled and has Very High Research Activity status in the Carnegie Classification of Institutions of Higher Education. Twenty-nine current faculty have received NSF CAREER Awards, the nation's most prestigious recognition of top-performing young scientists. Fifty-two UA faculty researchers are in the National Academy of Inventors. Finally, the University of Alabama has a total statewide economic impact of UA: \$2.9 billion; 13,784 jobs; and \$142.9 million in income and sales taxes.

Our mission at the College of Education (COE) is to be a leader in Alabama and across the nation in teaching, scholarship, advocacy, and service by developing professionals with pedagogic and disciplinary expertise who advance the intellectual and social conditions of all learners in a globalized society. To that end, the COE welcomes candidates whose experience in teaching, research, and/or community service has prepared them to UNITE with the larger community to collaboratively nurture cultural competence, empathy, and a vision of equity and justice for all learners; ACT to develop the full potential of all learners to be excellent professionals in their fields; and LEAD through continuous research-based critical inquiry of policy and reflective practice to enable transformative change in our diverse local and global communities. The COE consists of six Departments and is impactful in the lives of the individuals and entities we serve spanning populations, ages, settings, and contexts. Our faculty's research, teaching, and service is widely recognized through their securement of external funding, national awards, professional organization leadership, established centers and offices, and outreach to the local, state, and national communities. Faculty in the college are free to pursue their passions, partner with the local communities, and excel in their many pursuits of academia. Please visit our COE website (<https://education.ua.edu>) for more details of our impactful community and faculty supports.

The University of Alabama is located in West Alabama and is 45 minutes southwest of Birmingham, AL. Tuscaloosa, a quintessential college town with a population of 101,113, has excellent recreational, educational, and cultural opportunities available. The Tuscaloosa area provides hiking, biking, and running trails, as well as playgrounds, parks, and dog parks to enjoy the outdoors. Lake Tuscaloosa, Lake Nicol and Lake Lurleen offer sporting and leisure activities. Tuscaloosa is within driving distance of Atlanta, Nashville, New Orleans, Memphis, and the beaches of Gulf Shores. Tuscaloosa is also home to the Alabama Museum of Natural History, The Bryant Museum, Children's Hands-On Museum, Moundville Archaeological Park, multiple sporting events, concerts hosted at the Tuscaloosa Amphitheater, and several festivals (West Alabama Food & Wine Festival, Druid City Arts Festival, Kentuck Arts Festival, etc.). Tuscaloosa continues to grow in population, cultural events, and shopping alongside the University. Please visit the Tuscaloosa Chamber of Commerce (<https://tuscaloosachamber.com>) to learn more about our wonderful city and all that it affords you and your family.

Responsibilities

- Serve as the official College of Education Certification Officer
- Supervise the staff of the Office of Student Services and Certification and coordinate and oversee day-to-day operations
- Continuously interact with Alabama State Department of Education personnel, local school administrators, as well as students and their families resolving issues, planning programs of study, advising, and evaluating records
- Approve changes of grades, course substitutions, drop/add, academic bankruptcies, and course withdrawals
- Serve on the College of Education's Administrative Council, which makes far-reaching decisions involving programs, faculty, staff, students, etc.
- Serve as a member of the College's Leadership Council, which also makes far-reaching decisions involving programs, faculty, staff, students, etc.
- Chair the College's Exceptions Board
- Provide input re budgets and personnel, including annual performance evaluations
- Facilitate efforts of staff, students, faculty, and others re understanding and compliance with College, University, and State Department of Education policies, rules, and regulations
- Maintain and update both graduate and undergraduate College of Education catalogs
- Attend and participate in a plethora of committee meetings, internally and externally
- Plan and coordinate (or supervise those who do) special student events for the College, including recruitment, advising, graduation, etc.
- Supervise and evaluate the Director of Office of Clinical Experiences
- Supervise and evaluate the Director of Recruitment Programs
- Supervise and evaluate Coordinator of Graduate Advising – Gadsden Center
- Perform other duties, as needed

Minimum Qualifications

- Earned doctoral degree in a field of education, professional educator certification (licensure) and a minimum three years of P-12 professional educator experience
- Evidence of effective and successful work with schools and teachers is required. In addition to outstanding interpersonal skills
- Extensive administrative skills that are essential and critical to the maintenance and support of teacher certification programs.

Preferred Qualifications

- Effective work experience with State Department personnel, policies, and procedures is highly preferred.
- A knowledge of accreditation (CAEP) policies and processes is required, and preference will be given to candidates with experience in a university setting.

Benefits

- Health and Life Insurance Available
- TIAA-CREF Available
- Teachers' Retirement System of Alabama
- Tuition Assistance

The review of credentials will begin now and will continue until the position is filled. Starting date is June 1, 2021. To apply, go to <https://facultyjobs.ua.edu/postings/48059>. If you have questions, please contact the search committee chair (Dr. Liza Wilson, ewilson@ua.edu).

The University of Alabama is an Equal Employment/Equal Educational Opportunity Institution. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status, and will not be discriminated against because of their protected status. Applicants to and employees of this institution are protected under Federal law from discrimination on several bases.