

## **EDUCATION CERTIFICATION PROGRAMS OFFICER**

### **Function of Job:**

Under administrative direction of responsible dean, administer and assess education certification programs offered by the college/university, including collaboration with faculty, staff, and educational professionals in public schools and at the State level, and provide leadership in college/university teacher education program.

### **Characteristic Duties and Responsibilities:**

1. Establish and coordinate student teaching placement sites, including assignment and oversight of student teachers, site supervisor coordination, training for site supervisors and cooperating teachers, and participation on related committees.
2. Serve as Teacher Certification Officer for the campus, including monitoring State and college/university standards, coordinating admission to teacher education major, monitoring student progress through the program, and recommend students for teacher certification.
3. Participate in teacher education program leadership, including undergraduate, post-baccalaureate, and graduate programs assessment and improvement, accreditation review support, professional development design and delivery, and coordination of Title II assessment.
4. Hire, train, evaluate, and supervise staff.
5. Collaborate with faculty on programs and projects.
6. Plan, assess and manage office budget.
7. Participate in State of NH Board of Education committees and projects, other state-wide projects, and related professional organizations.
8. Provide assistance to the dean on special projects as assigned.
9. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Master's degree and five years of related teaching or administrative experience in higher education.
2. Excellent communication and interpersonal skills.
3. Administrative and organizational skills.
4. Experience designing and delivering workshops and seminars.

### **Additional Desirable Qualifications:**

1. Doctorate in Education or related area.
2. Experience working with State education agencies.

8/3/2001

System Approval

4/2/2001

Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**