



SAN DIEGO CAMPUS

POSITION TITLE: Assistant Professor of Teacher Education & TPA/APA Coordinator
REPORTS TO: Program Director
DEPARTMENT: CSOE
HOURS:
EMPLOYMENT STATUS: Full-Time, Exempt
GRADE LEVEL: N/A

POSITION SUMMARY

The Assistant Professor of Teacher Education & TPA Coordinator is a 12-month faculty appointment in the School of Education. The Assistant Professor and Coordinator will support the program directors of teacher education to provide leadership and management to all aspects of Candidate Performance Competencies including CalTPA, CalAPA, and edTPA. He/she will design and communicate processes for the effective and timely management of TPAs. The Assistant Professor and TPA/APA Coordinator is a core faculty member in the Teacher Education program (including the ASC Program) and will teach in the program. Responsibilities also include: advising and mentoring teacher candidates of diverse cultures and backgrounds; participating in curriculum and instructional development; attend regularly scheduled school, department meetings and events. In addition, this position will require support and collaboration with Special Education and Teacher Education programs in support of candidates.

Alliant International University's mission is to provide students with the highest quality of education through innovation in scholarship, applied training and research, and community service, particularly to underserved populations. The University's goal is to equip students with the competencies they need to improve the quality of human life by addressing major contemporary social issues. Core competencies of the University's training programs include cultural diversity, which is infused in courses and field placements and is manifest in the diversity of its students and faculty.

TYPICAL DUTIES AND RESPONSIBILITIES

This is not an exhaustive task list but a list which provides the candidate with an idea of job expectations.

1. Teach in the program (teaching assignment is dependent on candidate's experience, research interests and program needs);
2. Review supervisors' evaluations of Candidates and identify problems. Supervise and work with Candidates when deficiencies are identified.
3. Work with Teacher Education Programs, Admissions, Credentialing Department, and Field Experiences, Department Chairs, and Academic Program Directors to coordinate TPA and APA services and support Candidates.
4. Serve as the key TPA and APA contact person for candidates, supervisors, and cooperating teachers during completion of the TPA and with the state and testing vendor for all communication, updates, score release information, and testing policy decisions.
5. Oversee re-take process, including on-going support to candidates and following all procedures to assure adherence to all required retake procedures.
6. Work directly with Program Directors to provide specialized TPA support depending on their curricular and candidate needs and monitor department effectiveness in supporting faculty and candidates.

7. Work with Academic Departments to provide support to teacher education faculty in integration of edTPA into endorsement related coursework. Oversee Canvas support modules for candidates and faculty including updating information, maintaining most current TPA and APA approved support documents and resources
8. Follow policy discussions and decisions about edTPA through state Institutions of Higher Education TPA Coordinators, the Professional Educators Standards Board, the Stanford Center for Assessment, Learning and Equity, and Pearson and communicate information to college leadership/department chairs
9. Develop, plan and lead candidate workshops in advance of Clinical Practice and on an at-need basis including one-on-one candidate mentoring
10. Develop TPA and APA training sessions for faculty and mentors in advance of Clinical Practice
11. Support a Video Management System (VMS) and facilitate troubleshooting of the VMS as needed
12. Assist programs with utilization of data to drive program outcomes and for program improvement and documentation of effectiveness
13. Serve as an on-site assessor or coordinator for teacher and administrative licensure exams as needed and attend required training and workshops.

POSITION QUALIFICATIONS

Education:

MINIMUM QUALIFICATIONS: Candidates must have-

An Earned Doctorate in Education or related discipline such as Curriculum and Instruction, from an accredited institution or university.

- Credentials sufficient to qualify the candidate at least as an Assistant Professor. Evidence of teaching excellence, advanced knowledge, and/or experience in a discipline within the department.
- Record or promise of scholarly achievement.
- Experience and/or knowledge in teaching in a hybrid or online course delivery format.
- Ability and desire to address the educational needs of a diverse population.
- Willingness to collaborate and sustain a collegial environment
- Doctorate degree in-field with teaching certification in Elementary and/or Secondary Education
- PK-12 experience in diverse settings is highly preferred
- Ability to teach in both the Elementary and Secondary education programs
- Minimum five years of successful teaching experience in PK-12 setting
- Familiarity with online and on ground delivery at a university level

Experience: Minimum of 2 years of experience and work experience in supporting TPAS

- Experience implementing state licensure exams including CalTPA, CalAPA and edTPA; Knowledge and skills on data tracking and analysis; Record of successful experience teaching and/or leading in K-12 schools.
- Experience scoring edTPA portfolios, leading edTPA workshop/training, and knowledge of edTPA policies and procedures.
- Experience working with adult learners

- Experience teaching at the university level in a teacher preparation-related program
- Knowledge of and experience with performance-based preparation programs

Certificates and Licenses: A valid credential in Multiple or single subject or administrative services

Essential Job Functions: Excellent communication skills and organizational skills. Ability to work in a cooperative, accommodating, and service-oriented manner with a variety of different faculty, staff, and students, as well as with executive and managerial staff in community and state organizations and schools. Ability to exercise discretion and tact in all interpersonal contacts, and to maintain confidentiality at all times. Ability to perform detailed work independently and accurately with minimal direct supervision in a fast-paced environment as well as ability to work collaboratively in a team environment. Ability to manage multiple tasks per required deadlines and maintain composure under high stress conditions. Ability to work varied hours depending on needs of Program and students. Possesses a strong sense of “team”. A high standard of computer skills and ability to learn new programs. Ability to use Access and Excel to create databases, forms, queries, and reports, as well as be able to create data entry forms in Adobe. Must demonstrate the ability to work as an effective team member and develop trusting relationships with students and Alliant employees, as well as the Registrar’s Office and various academic departments. Attention to detail and the ability to problem solve is essential to this position.

Management Skills:

Supervisor Responsibilities:

Other Requirements: Please include your curriculum vitae, two letters of recommendation, valid Credential verification numbers, transcripts (unofficial copy is acceptable), and a brief statement of teaching philosophy.

Screening will begin on March 1, 2019 and the position will remain open until filled.

The successful candidate must provide official transcripts of all academic work completed and, under U.S. Citizenship and Immigration Services regulations, be able to accept work in the U.S. by the day employment begins.

Background Check Requirements: Employment is contingent upon successful completion of a background check.

Anti-Discrimination Policy: Alliant International University prohibits discrimination in employment and in its educational programs and activities, including admission or access thereto, on the basis of race, national origin, color, creed, religion, sex, age, marital status, disability, medical condition, veteran status, sexual orientation, gender identity or associational preference.

Alliant International University is an Equal Opportunity Employer, committed to ensuring a high quality of education

through the diversity of the University community and the curriculum. Women, people of color, people with disabilities and people from other underrepresented groups are encouraged to apply, as we actively seek to increase diversity at all levels. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders.

This policy is governed by Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the regulations implementing these statutes, and applicable federal and California law.