CLARK ATLANTA UNIVERSITY
Job Description

<table>
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<tr>
<th>Position Title:</th>
<th>Coordinator of Professional Development and Credentialing</th>
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<td>Department:</td>
<td>School of Education</td>
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<td>Reports To:</td>
<td>Dean – School of Education</td>
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**General Function (Description):**

The School of Education is seeking applicants for the position of Coordinator of Professional Development and Credentialing. The Coordinator of Professional Development and Credentialing will provide exemplary leadership of the School of Education-Office of Professional Development and Credentialing by collaborating with faculty, staff, students, and affiliate school districts, agencies, partners and community stakeholders to administer and direct the developmental and operational elements of the office in a manner that is reflective of the standards of Clark Atlanta University. The anticipated start date is July 1, 2019. The successful candidate will serve a twelve-month appointment. A competitive salary will be based on qualifications and prior experience.

The School of Education is comprised of three departments: Curriculum and Instruction, Educational Leadership and Counselor Education. The School of Education includes CAEP accredited and Georgia Professional Standards Commission approved teacher education programs associated with various initial teacher certification pathways (undergraduate and graduate) as well as offering graduate level programs in Educational Leadership and CACREP accredited graduate programs in Counselor Education.

**Principal Duties and Responsibilities:**

- Serve as the leader of the department and represent same in a professional manner in all activities.

- Serve as a liaison with local school districts, agencies, state, federal, national agencies, related professional educational organizations (e.g., Georgia Dept. of Education, CAEP, GaPSC, USDOE, AACTE, NEA, etc.).

- In partnership with the School of Education departmental field placement instructors, coordinate pre-service student teaching, school counselor and educational leadership field practicum/internship placements and insure that all required placement related guidelines are met. Biannually convene SOE clinical supervisors for required trainings, accreditation updates, data collection and partnership development.

- Insure that all School of Education partnership agreements and memoranda of understanding (MOUs) are developed, executed and maintained per accreditation standards and affiliated school district and agency guidelines.

- Oversee and manage all School of Education student certification and professional credentialing related matters for the School of Education.

- Design and organize student, faculty, staff and clinical supervisor trainings/workshops/webinars related to professional disposition development, EdTPA, InTASC, professional ethics, P-12 teacher/counselor/administrator certification and professional credentialing.

- Work collaboratively with the School of Education Assessment Coordinator and the Clark Atlanta University Office of Institutional Research. Maintain and submit all required reports.
related to certification and professional credentialing. Assist in the timely submission of all SACS, GaPSC, PARR, USDOE-Title II, AACTE, CACREP and CAEP related data and reports.

- Work collaboratively with the Clark Atlanta University Center for Online Learning and Continuing Education in the development of training modules related to GaPSC/CAEP standards and professional credentialing for School of Education students, faculty, and affiliate stakeholders.
- Acknowledge and comply with federal and state laws and Clark Atlanta University regulations, policies, practices.
- Maintain confidentiality in accordance with federal laws and program policy.
- Cultivate and maintain a positive, student-oriented, and caring academic atmosphere.
- Participate in official university functions as required by the President, Provost, or Dean (e.g., commencement, convocation, in-service trainings, etc.).
- Serve on college and university committees as appropriate to the position.
- Maintain a collegial relationship with peers and colleagues throughout the university.

**Preferred Qualifications:**

- An earned masters or specialist, doctorate (preferred) in Education (e.g., teaching, leadership, etc.) or a related discipline from an accredited institution.
- An outstanding record of teaching, leadership and service in a P-12 and/or higher education setting.
- Experience instructing and/or designing courses/workshops relevant to the position.
- Excellent interpersonal and communications skills.
- Experience (minimum, 3 years) in a leadership role aligned with P-12 academic administration, teaching/education included but not limited to program director, school principal or related professional educational experience.
- Experience with and knowledge of policies and practices related to state and federal regulatory agencies.
- Experience with and knowledge of state and national accountability and accreditation practices and policies.
- Demonstrated skills and experience in budget and personnel management.
- Experience with strategic planning, aligned with institutional effectiveness and accountability.
- Demonstrated success in grant writing.
- Evidence of success in outreach initiatives/activities with entities external to the university.

**Application Procedures:** Candidates should submit the following documents: (1) a cover letter describing how their educational background and professional experience meet the required and preferred qualifications for the position, (2) employment application (3) a current curriculum vitae, an
unofficial transcript, and (4) at least three professional letters of recommendation. (5) official or certified copy of transcripts, proof of degree, proof of professional educator certification is required. Review of applications begins immediately and will continue until position is filled.

Please send a letter of application, employment application, curriculum vitae, transcripts, professional license/certification and letters of reference to:

Clark Atlanta University
Email: jobs@cau.edu
Office of Human Resources
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314

http://www.cau.edu/employment-opportunities/faculty-positions.html

**Minimum Hiring Standards:**

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<th>Education</th>
<th>Masters from an Accredited Institution</th>
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<tr>
<td>Years of Teaching Experience</td>
<td>3 years or more</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>0 years</td>
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*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*