Organizational Unit Overview:
The Office of the Dean is housed in Texas A&M University San Antonio’s College of Education and Human Development. The College is home to three instructional departments, as well as, the Educator Preparation Program, Office of Graduate Enrollment Management, and the Office of Information Technology.

Job Summary:
Under general supervision, the edTPA Coordinator (Assistant Professional Track) will provide support to faculty and students for teacher licensure performance assessments (edTPA), digital learning, and research.

Responsibilities:
- Provide leadership, communication, and regular updates for edtpa throughout the college of education and human development;
- Serve as the a&m-sa director of edtpa and liaison through communication with pearson, digication, aacte, and scale;
- Design and deliver professional development for faculty such as edtpa orientation and local evaluation training;
- Update support resources for teacher candidates and faculty, including maintaining an edtpa website for faculty, staff, clinical teachers, and mentor teachers.
- Collect, aggregate, disaggregate, and analyze teacher candidate performance assessment data; analyze patterns of teacher candidate learning/performance for program improvement; facilitate edtpa training and mentoring for teacher candidates, faculty, staff, teacher candidate teacher supervisors and cooperating teachers;
- Work collaboratively with partner school districts to help facilitate the operation of edtpa-related processes within each school;
- Provide leadership in educator preparation for partner school districts
- Provide logistical and technical assistance to teacher candidates during the edtpa submission process;
- Participate in edtpa webinars, attending edtpa training and statewide meetings, and disseminate information within the college of education and human development;
- Consult with, supporting, and training faculty to engage emerging technologies in support of new initiatives to improve educator candidate learning outcomes;

Additional responsibilities:
- Work collaboratively with EC-12 districts of innovation laboratory schools managed by the College of Education & Human Development in the school districts surrounding Texas A&M University San Antonio
- Collect, analyze, and report data related to teacher preparation for the Southern Association of Colleges and Schools (SACS), and Texas Education Association (TEA);
- Develop and deliver professional development to teacher education faculty and candidates that will address TEA Digital Learning Competencies;
- Perform statistical analysis, interpret and evaluate results, and contribute to reports, presentations, and scholarly publications;
- Provide research support for faculty on practice-based research projects;
- Perform other assignments by the Dean of the College.

Education & Experience:
Doctoral degree in Education or related area (including, but not limited to, Curriculum & Instruction, Assessment & Measurement, or Instructional Technology). Qualifying degrees must be conferred and received from appropriately accredited institutions.

Documented experience with edTPA, using portfolio software systems, database management systems, spreadsheet applications such as MS Excel, and working knowledge of how undergraduate and graduate educator preparation programs are administered. Excellent communication skills which include written communication,
technical writing, and oral presentation skills. Professional experience should include evidence of planning, organizational, and interpersonal skills. Experience with educational data management systems, electronic portfolio systems, ETS performance-based assessment, relational databases, and/or statistical analysis software such as SPSS.

Preference given to candidates with the following:

- Master’s degree in Education or related area (including, but not limited to, Curriculum & Instruction, Assessment & Measurement, or Instructional Technology), from an appropriately accredited institution.
- Documented experience with edTPA and spreadsheet applications such as MS Excel. Excellent communication skills which include written communication, technical writing, and oral presentation skills. Professional experience should include evidence of planning, organizational, and interpersonal skills.

Preferred Experience, Skills, Training/Education:
Preference given to candidates who are certified by the National Board for ProfessionalTeaching Standards, who have documented EC-12 teaching experience, experience with teacher preparation at Hispanic Serving Institutions (HSI). As Texas A&M University San Antonio is an HSI, preference will be given to candidates with experience working with diverse student bodies and within HSIs.

The final candidate will be required to provide official transcripts upon hire.

Additional Instructions to Applicant:
In order to be considered for this position, applicants must complete a candidate profile online and submit any requested documents. Additionally, applicants that possess the preferred education and experience must also possess the minimum education/experience, if applicable.

APPLICATION PROCESS:
Applicants Must Complete an Application in Workday
Please make sure to provide the following documents:
1. Application
2. Letter of Interest
3. Current CV/Resume
4. List of references to be considered

For detailed instructions on how to apply for any positions on our website, please use the following link:
http://www.tamusa.edu/humanresources/job-opportunities/index.html

Texas A&M University San Antonio is an equal opportunity and affirmative action employer and seeks to create an environment that fosters the recruitment and retention of a more diverse teacher candidate body, faculty, staff and administration. We encourage qualified applicants from women, minorities, veterans, individuals with a disability, and historically underrepresented groups. All qualified applicants will receive consideration for employment without regard to their race/ethnicity, color, genetic information, national origin, religion, sex, sexual orientation, gender identity, age, disability, political affiliation, or veteran status.

Eligibility for Employment:
Final candidates are subject to criminal & sex offender background checks. Federal law requires all employers to verify the identify and employment eligibility of all persons hired to work in the United States.