

University of Houston – Clear Lake

Position Description

Job Title: **Associate Dean, School of Education**

Job Code: **2168**

Pay Grade: **090**

FSLA: **EX**

Location: **UHL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Doctorate	Doctorate
Experience	Administration at the department level	Administration at the School level
License/Certification	None	Teacher Certification

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Associate Dean is responsible for faculty, academic programs, and research development, as well as for the administration of the academic, clinical, preschool and children's programs sponsored by the School. The Associate Dean is the academic planning officer for the School. The Associate Dean also is responsible for all student-related services, including development of the course schedule, registration and advisement. The Associate Dean serves as chief certification officer for the School and is responsible for supervision of the CPDT and the Advisement and Certification Offices. The Associate Dean has primary responsibility for alumni relations, student recruitment, and program marketing.

Duties and responsibilities	% Time
Academic planning - Course Schedule, Course Inventory, Articulation with Community Colleges, Development of new programs, Distance Education, Teacher Certification Council, CPDT, Catalog	50
Assessments - State Assessments, Title II, Annual Reviews of faculty, Personnel supervision and assessment, NCATE/SACS, Compliance with THECB	30
Student Services - Advising Office, Certification Office, Student CPS. Marketing, website, PeopleSoft, New Student Services Building, grants, faculty searches.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.