

## **Instructor/NCATE Licensure Coordinator**

The School of Education at the University of Arkansas at Pine Bluff invites applications and nominations for an Instructor/NCATE Licensure Coordinator. The Instructor/NCATE Licensure Coordinator serves under the supervision of the Dean School of Education. The Coordinator is primarily responsible for the coordination of the NCATE Accreditation process and teacher licensure.

### Job Duties

The Coordinator is responsible for:

- Developing and implementing policies/procedures for achieving state and national accreditation.
- Develop reports and responses regarding accreditation.
- Collect data on teacher candidates; their performance, dispositions, assessments and follow-up.
- Develop plans of study for teacher candidates leading to licensure.
- Serve as liaison for the School of Education and the Arkansas Department of Education.
- Conduct student employee supervisor and student surveys.
- Teach courses.
- Provide technical assistance to schools, communities and faculty.
- Represent accreditation concerns with internal and external agencies.
- Collect academic data.
- Develop collaborations with advisory boards, communities and other groups.
- Provide instruction on test taking strategies.

### Qualifications

The applicant must demonstrate written and oral communication skills. Must hold a minimum of a Masters degree in Education or related area. Must demonstrate capacity to build partnerships/coalitions, work with faculty and staff. Understand degree programs, curriculum processes and accreditation policies and guidelines.

### Appointment

This is a twelve month full-time appointment.

### Application Procedure

For consideration submit a letter of application, curriculum vitae, names and contact information for three professional references. Starting date: November 1, 2010. Review of applications will begin October 15, 2010; position will remain open until filled. Material should be submitted to:

**School of Education  
University of Arkansas at Pine Bluff  
1200 N. University Dr., Mail Slot #4986  
Pine Bluff, Arkansas 71601**