



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 2/22/2023
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director of Assessment
Status: Full-time, 35-hours per week, one-year temporary appointment
Grade: 15
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Dean of the Feinstein School of Education and Human Development

PRIMARY PURPOSE:

This position will provide leadership in the design, development, coordination, implementation, and evaluation of all FSEHD activities related to assessment of individual students seeking certification and assessment of populations of students for the purposes of program improvement.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Direct all assessment-related activities across the FSEHD.
- Collect and maintain school-wide assessment results, which include analyzing and interpreting data for informed decision-making and reporting performance results to the Rhode Island Department of Education (RIDE), the U.S. Department of Education, and the Council for the Accreditation of Educator Preparation (CAEP).
- Work with faculty to align and standardize the assessment methods and procedures to the extent possible.
- Ensure data integrity; research and recommend changes to improve data quality.
- Develop and design surveys to enable student and employee feedback of FSEHD programs. Analyze, report and make recommendations based on survey results.
- Identify program and school-wide strengths, challenges, trends and opportunities related to program design, student performance and other accreditation expectations.
- Provide expert consultation to FSEHD personnel regarding research methodology, data management, and data analysis and interpretation.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Dean, FSEHD.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's in Education or related field.

Experience:

Experience with teacher-preparation or student learning-outcomes assessment.

Skills, Knowledge and Abilities:

- Strong background in the application of appropriate educational assessment methods.
- Ability to plan, organize, and implement assigned responsibilities, and work well under pressure to meet deadlines.
- Ability to work in situations requiring tact and collegiality.
- Ability to participate as a team member, to understand and interpret regulations, and to adjust to change with a positive attitude.
- Ability to communicate effectively in verbal and written form and to work with a variety of constituents.
- Good computing skills including MS Office, database, statistical software, and general computer knowledge.

PREFERRED:

- An earned doctorate in assessment, education, or related field.
- At least three years' administrative experience at the college/university level.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.



Rhode Island College – FSEHD Dean’s Office

