



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 9/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Dean of the Feinstein School of Education and Human Development
Status: Full time
Grade: 20
Union Affiliation: NUNC (Non-union/Non-classified)
Reports To: Provost/Vice President for Academic Affairs (VPAA)

PRIMARY PURPOSE:

The Dean of the Feinstein School of Education and Human Development provides academic vision and leadership to advance the mission of teacher, counselor, and leadership education at Rhode Island College and within the state and regional community. He/she is responsible for bringing a national perspective on PK-12 education to the college, responding to needs, cultivating innovative ideas, and setting priorities. The Dean articulates those priorities to internal and external constituencies, serves as a public voice of the school in relevant forums, promotes academic excellence from Pre-K to doctoral education, and supports professional development and continuing education programs for in-service professionals. The Dean collaborates with faculty, other deans, and the Provost/VPAA on curriculum planning and development, faculty and staff development and evaluation, and budget administration within the Feinstein School. The Dean works closely with external partners and overseers as well as the leadership team of the college and has primary responsibility for maintaining state program approval and accreditations/certifications.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provide leadership in developing, sustaining, and measuring progress for a vision and strategic plan for the Feinstein School and its programs.
- Ensure compliance with state and national requirements and standards for exemplary schools of education, including state standards for approved programs and national standards for accreditation.
- Lead and work collaboratively with faculty, department chairs, and other administrators to develop plans and evaluate activities that contribute to the immediate and long-term development and improvement of the school.
- Provide leadership in academic programs, including curriculum and program development and improvement.
- Oversee faculty and staff hiring, development, and evaluation; student support services; allocation and use of available financial, space, and other resources; grant-writing and fund-raising from public and private sources; and other aspects of the school's operation.
- Represent and promote the position of the Feinstein School and Rhode Island College on issues related to community and teacher education with local school districts, state agencies, state and national government, national associations and accrediting bodies, other external organizations, and public forums.
- Lead the Feinstein School's participation in the partnership with the Central Falls School District, *Achieving Together: The CF/RIC Innovation Lab*.

- Oversee outreach functions of central concern to the Feinstein School and the college, including promoting professional-development and continuing-education programs for in-service professionals, access programs for non-traditional undergraduates, and programs with the Sherlock Center on Disabilities.
- Provide a vision and an action plan for technology in PK-12 education and in teacher education, including online learning.
- Provide leadership in development of extramural grants and special projects.
- Promote and lead academic collaborations within the college through shared oversight of joint faculty appointments with Arts and Sciences and outside the college through shared administration of a joint Ph.D. in Education.
- Promote and foster a sense of community and shared purpose for teacher, counselor, and leadership education at Rhode Island College.
- Foster excellence in teacher education, championing best practices and sharing the college's vision with the broader formal and informal education and learning communities and education policy makers.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Vice President for Academic Affairs.

REQUIRED QUALIFICATION STANDARDS:

Education:

An earned doctorate and a proven record of accomplishments in educational leadership.

Experience:

A record of teaching, research, and service at the college level commensurate with appointment as full professor.

Skills, Knowledge, and Abilities:

- Knowledge of current trends/topics in education.
- Demonstrated collaboration skills across disciplines, academic units, PK-12 schools, higher education institutions, agencies, and organizations.
- Knowledge and awareness of education change and reform agenda.
- Competence in curriculum development, program assessment, and assessment of student learning.
- Experience in administrative planning, management, and budgeting.
- Skill in working with diverse populations.
- Knowledge of accreditation standards/procedures.
- Knowledge of PK-12 educational settings.
- Experience with development and support of professional-development and continuing-education programs for PK-12 professionals.
- Effective and consistent interpersonal, communication, organizational, conflict-resolution, management, and organizational skills.
- Experience in supporting faculty in teaching and research activities.

- Knowledge and experience in the application of innovative technology in furthering learning in the classroom.
- A commitment to social justice, equity, and inclusion.

PREFERRED:

- Previous teaching or administrative experience in a PK-12 school setting.
- Three years' administrative experience at the college/university level.
- Bilingual in English / Spanish (fluent in speaking and writing).

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 that 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.