

TOURO COLLEGE

JOB POSTING

DIRECTOR OF MASTERS PROGRAM IN JEWISH CHILDHOOD EDUCATION/SPECIAL EDUCATION

THE TOURO COLLEGE AND UNIVERSITY SYSTEM

Mission Statement: "To perpetuate and enrich the Jewish heritage, to enhance Jewish continuity, as well as to serve the general community in keeping with the historic Judaic commitment to intellectual inquiry and social justice."

Reports to: Dean, Lander College for Women
Chair, Judaic Studies Department,
Lander College for Women
Associate Dean Graduate Education and Special
Education, Touro College

Status: Full Time
FLSA: Exempt
Location: Manhattan

History

Touro College derives its name from Judah and Isaac Touro, leaders of colonial America, who represented the ideals upon which the College bases its mission. Inspired by the democratic ethos enunciated by George Washington at Newport, Rhode Island when he visited Touro Synagogue in 1790, the Touro family provided major endowments for universities, the first free library on this continent, community health facilities in the United States, and pioneering settlements in Israel. This generosity was exercised to better the lives of all people through the encouragement of education and charitable and vocational enterprise without regard for creed or color. Touro College was chartered by the Board of Regents of the State of New York in June 1970 and flourished for many years under the leadership of its founding president, Rabbi Dr. Bernard Lander, who passed away in early 2010 at the age of 94.

Touro College began in 1971 as a small college of 35 students and today has a current enrollment of nearly 20,000 students studying at 32 locations and over 74,000 alumni. It has grown into an international network that includes Touro College in the greater New York Area, Touro University California in Vallejo, Touro University Nevada in Henderson, New York Medical College in Valhalla, NY, as well as campuses in Jerusalem, Paris, Moscow, and Berlin. Touro also has branch campuses in Florida and Los Angeles, and an online school—Touro University Worldwide. Its mission, however, remains the same: to both enrich the Jewish heritage, and serve the larger American community in the spirit of Jewish values and the tradition of enhancing the world in which we live.

While Touro was founded to perpetuate and enrich the Jewish heritage, the institution is dedicated to serving diverse and underserved communities and neighborhoods, providing broad-based, high-

quality educational opportunities. Touro's schools provide innovative course offerings, honors programs and academic institutes across a wide range of disciplines as well as graduate, professional, and undergraduate degree and certificate programs in such areas as education, law, medicine, allied health sciences, business, speech-language pathology, Jewish studies, nursing, pharmacy, social sciences, accounting, psychology, computer sciences, social work and more – all reflecting the Jewish commitment to values, intellectual inquiry, applied knowledge and social justice.

JOB SUMMARY

Touro College, America's largest not-for-profit independent institution of higher and professional education under Jewish auspices, seeks applications and nominations for the new position of **Director of the Masters Program in Jewish Childhood Education/Special Education**. Based in New York City and working closely with the Dean at the Lander College for Women, the Associate Dean and Chair of the Graduate Education and Special Education program at Touro College and the Chairman of Judaic Studies at the Lander College for Women, the Director will work to build the program in Jewish Education/Special Education by selecting and developing faculty and by recruiting students for the program and for the Integrated BA/MS track in Jewish Childhood Education/Special Education.

The Director will be someone who understands Education, Jewish Childhood Education Special Education and the needs of children so that s/he can leverage the knowledge and talents of faculty to develop a broad and diverse core of elementary school Jewish educators who are respected by their peers and can inspire their young students. It is expected that the Director will be familiar with the way technology is used in the classroom today so that s/he can integrate cutting edge technology into the educational experience of the future teachers in the program.

The goal of this unique program is to set a new standard in training the Jewish Educators of children throughout the country. At least for the first several years, it will be expected that the Director will be responsible for all parts of the program, beginning with branding and developing the program, and including developing clinically rich experiences, finding student placements and mentoring opportunities, creating relationships with schools for fieldwork and practicum, ensuring that requirements for all courses are met, and developing evaluation and other forms used in all parts of the program for assessment purposes. The program will train educators in the classroom and through seminars, placements, and mentoring. Admission to the program will be competitive to insure that graduates of the program are outstanding educators. It will be the responsibility of the Director to create opportunities for each student in the program to reach her potential as an educator.

The Director is responsible for creating and sustaining an environment of academic and professional excellence for students and faculty in a collaborative working environment. This person will be expected to foster the professional development of faculty and the improvement of teaching and learning on campus.

The Director will be expected to ensure that the academic program conforms to all accreditation, State and Federal criteria. The Director will oversee specific administrative functions including developing and implementing the academic budget, course scheduling, faculty credentialing, and working with faculty on curriculum requirements. The Director will be expected to perform leadership and all supervisory duties, including collaborating with faculty leadership in recruiting, hiring and evaluating faculty and staff.

JOB RESPONSIBILITIES

The responsibilities of the Director of the Masters Program in Jewish Childhood Education/Special Education include but are not limited to the following:

Faculty

- Instruct 1 to 2 courses each semester
- Assure that all full time and adjunct faculty in the program are appropriately supervised, developed and evaluated, as well as execute and review undergraduate student evaluations of faculty
- Recommend faculty for promotions, salary increases, retention of excellent faculty and, as necessary, faculty terminations
- Provide on-going faculty development
- Participate in the on-boarding (recruitment and orientation) of full-time and adjunct faculty

Students

- Recruit students to the Integrated BA/MS Track in Jewish Childhood Education/Special Education. This includes developing brochures and recruitment material, interfacing with high schools in the US and seminaries in Israel to discuss and publicize the program.
- Develop application material, set criteria for acceptance and conduct interviews of potential candidates.
- Develop a stand-alone Masters Program in Jewish Childhood Education/Special Education that can be conducted in the classroom or online
- Advise students and resolve student/faculty issues related to academic concerns
- Provide leadership in the areas of instruction and instructional services to students
- Lead efforts to assess student learning outcomes and program outcomes and use assessment results to improve learning and program outcomes

Mentoring and Placement

- Build relationships with local Jewish day schools to identify potential mentors for students. Also, build relationships with existing organizations, such as the Board of Jewish Education and Torah u'Mesorah to find mentors for students
- Identify and assign mentors for students in their fieldwork and practicum, and on an ongoing basis during the entire program

Technology

- Ensure that technology resources are used in classroom education
- Ensure that students are familiar with Jewish and secular education technology
- Oversee integration of technology into classroom education
- Explore opportunities for online learning
- Continually drive improvements to the processes and technologies supporting the program

Budget and Class Management

- Develop a budget for the program
- Ensure that program is well managed and operated in a cost-efficient manner

- Work with the Dean of the Lander College for Women, the Chair of the Judaic Studies program and the Associate Dean of the Graduate School of Education to develop budget and program goals
- Monitor class size and faculty load
- Oversee, implement and recommend revisions to curriculum as needed

General Leadership Responsibilities

- Focus on key issues important for education and key points valued by state and accrediting bodies, including developing critical thinking skills, information literacy, multicultural sensitivity
- Knowledge of NYS Learning Standards and the new Common Core Standards as well as teaching standards and standards of organizations such as the Council for Exceptional Children
- Knowledge in the content or subject areas in which our students will teach as well as pedagogical knowledge and skills, differentiating instruction, and the development of a caring, respectful way of relating to their students.
- Collaborate with counterparts and colleagues at other programs in the Graduate School of Education
- Work in collegial relationship with student services to help ensure an excellent student experience
- Provide ad hoc reports to campus administration and senior leadership of college
- Perform other relevant duties as assigned
- Establish a culture, organizational approach and structure, policies and procedures that promote excellence and attract and provide a satisfying work environment for quality staff

REQUIREMENTS:

Education, Preparation, and Training

- Doctorate – either PhD or EdD
- Background in Special Education is strongly recommended
- Peer reviewed publications
- Significant senior level experience in Jewish Education (10-15 years preferred)
- Strong commitment to fostering student learning and academic excellence
- Knowledge of and sensitivity to the particular constituencies served by the campus

Skills

- Strong background in the liberal arts
- Demonstrated research and analytic skills preferred
- Creativity; high levels of energy and initiative
- Ability to communicate, collaborate and direct faculty members and students
- Sophisticated degree of interpersonal competency; ability to work closely with faculty and students
- Understanding of the application of technology to the educational process
- Principled leadership and attention to details of finance, participation and planning
- Ability to implement accreditation criteria and state agency regulations
- Organizational skills with the ability to multi-task and effectively manage time
- Strong organizational and management skills
- Strong interpersonal skills and excellent written and verbal communication skills

Physical Demands

- Extensive use of computers
- Ability to sit and stand for long periods of time
- Ability to lift 5 lbs.

Computer Skills

- Proficiency in Microsoft Office Suite, Internet, Blackboard
- Familiarity with Distance Learning

Travel and Hours

- Travel as required and requested
- Work hours may include weekday evenings

TO APPLY

All inquiries, nominations, referrals, cover letters and resumes should be sent on or before **February 1, 2012** electronically and in confidence to:

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Touro College
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New York, NY 10023
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(Electronic correspondence is preferred.)

Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law.