

MARCH 1, 2010

3 JOB ANNOUNCEMENTS

TOURO COLLEGE GRADUATE SCHOOL OF EDUCATION

Touro College's Graduate School of Education is inviting applications for the following three administrative positions:

- Chair of the MS in Mathematics Education Program
- Chair of the MS in TESOL and Bilingual Advanced Certificate Program
- Associate Dean for Academic Affairs

Each of these positions reports directly to the Dean of the Graduate School of Education and will be located in New York City, New York.

Individual Position Descriptions for these vacancies are attached.

Closing Date for Applications: April 7, 2010

Interested applicants should submit their resumes and references to:

Martina Urbankova, Executive Assistant to the Dean
Graduate School of Education
Touro College
43 West 23rd Street, 8th floor
New York, New York 10010

Ms. Urbankova will be available to answer any questions about these job announcements. Her direct contact information is:

Phone: 212-463-0400, ext. 5504
Email: martina.urbankova@touro.edu

Touro College is an equal opportunity employer. It does not discriminate on the basis of sex, race, color, disability, national or ethnic origin, religion, or age.

JOB DESCRIPTION

CHAIR MS IN TEACHING ENGLISH AS A SECOND LANGUAGE PROGRAM and the BILINGUAL ADVANCED CERTIFICATE PROGRAM Graduate School of Education Touro College

The Chair of the TESOL and Bilingual Advanced Certificate Program provides leadership and support for a wide range of academic efforts in the field of English as a second language and/or bilingual education. In order to ensure the highest quality of both teaching and learning within the Program, the Chair seeks on-going advice from both faculty and students and also collaborates with colleagues College-wide on issues that advance Touro's overall mission. In addition, the Program Chair acts as a liaison with municipal education departments as well as with public and private school systems in order to develop and sustain strong school-college partnerships.

The Chair of the TESOL and Bilingual Advanced Certificate Program reports directly to the Dean of the Graduate School of Education.

Specific Responsibilities:

- Provides leadership in Program implementation and development
- Ensures the delivery of high quality instruction and the attainment of high student achievement through on-going Program review and appropriate utilization of assessment data
- Ensures that the Program meets all accreditation standards and New York State Education Department requirements
- In consort with faculty and the Dean, initiates periodic curriculum review to ensure the curriculum reflects up-to-date evidence-based research and instruction methodologies; coordinates curriculum modifications as necessary
- Develops and maintains strong partnerships with public and private school systems
- Supervises and evaluates professional and administrative staff
- Reviews student applications and makes acceptance decisions
- Provides oversight for the admission, registration, and advisement of students
- Makes faculty class assignments and develops course schedules

- Makes budget recommendations to the Associate Dean regarding payroll and non-payroll expenses
- Develops and maintains student recruitment strategies that result in meeting budget enrollment projections
- Attends regular meetings with the Dean of the Graduate School of Education and other College officials

Qualifications Required:

- * An earned doctorate in TESOL, Bilingual Education, Linguistics, or a closely related field
- * Evidence of successful teaching at the college or university level
- * Experience working in TESOL, Bilingual Education, Linguistics, or a closely related field
- * State certification
- * Record of writing and publications
- * Evidence of service to the field
- * Teaching experience at the K-12 level
- * Administrative experience
- * Strong interpersonal, communication, and collaboration skills

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JOB DESCRIPTION

CHAIR MS IN MATHEMATICS EDUCATION PROGRAM

**Graduate School of Education
Touro College**

The Chair of the MS in Mathematics Education Program provides leadership and support for a wide range of academic efforts in the field of math education. In order to ensure the highest quality of both teaching and learning within the Program, the Chair seeks on-going advice from both faculty and students and also collaborates with colleagues College-wide on issues that advance Touro's overall mission. In addition, the Program Chair acts as a liaison with municipal education departments as well as with public and private school systems in order to develop and sustain strong school-college partnerships.

The Chair of the MS in Mathematics Education Program reports directly to the Dean of the Graduate School of Education.

Specific Responsibilities:

- Provides leadership in Program implementation and development
- Ensures the delivery of high quality instruction and the attainment of high student achievement through on-going Program review and appropriate utilization of assessment data
- Ensures that the Program meets all accreditation standards and New York State Education Department requirements
- In consort with faculty and the Dean, initiates periodic curriculum review to ensure the curriculum reflects up-to-date evidence-based research and instruction methodologies; coordinates curriculum modifications as necessary
- Develops and maintains strong partnerships with public and private school systems
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- Develops and maintains student recruitment strategies that result in meeting budget enrollment projections
- Attends regular meetings with the Dean of the Graduate School of Education and other College officials

Qualifications Required:

- * An earned doctorate
- * Evidence of successful teaching at the college or university level
- * Experience working in the discipline of mathematics or mathematics education
- * State certification in one or more fields
- * Record of writing and publications
- * Evidence of service to the field
- * Teaching experience at the K-12 level
- * Strong background in mathematics education
- * Administrative experience
- * Strong interpersonal, communication, and collaboration skills

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JOB DESCRIPTION

ASSOCIATE DEAN OF ACADEMIC AFFAIRS

**Graduate School of Education
Touro College**

The Associate Dean is responsible for a broad range of professional administrative activities. This individual works closely with the Dean in administration and assessment of the School's academic Programs to ensure that Program delivery is consistent with both the State's and Touro's requirements and procedures and that all Programs meet or exceed all accreditation standards.

The Associate Dean reports directly to the Dean of the Graduate School of Education.

Specific Responsibilities:

- Serves as a key contact with the State for various School of Education issues (including accreditation) as well as maintains active School of Education involvement and participation in NYSED initiatives (e.g. P-16)
- Develops annual recruitment, outreach, and retention plans to maximize enrollment in all Programs
- Works closely with Touro's Bursar, Financial Aid, and Admissions staff who support the School's academic programs
- Assists in the preparation and delivery of faculty development programs and the expansion of opportunities for faculty to engage in research
- With the Vice President's Office, coordinates the annual faculty evaluations
- Participates in graduation planning
- Coordinates the School's scholarship, fellowship, and Graduate Assistant research programs
- Advises faculty and students on School of Education policy questions, works with the Dean on appropriate changes to School policies and procedures, and ensures that all policies and procedures are communicated effectively to all constituents
- Supervises the Office of Planning and Assessment

Qualifications Required:

- * Doctoral Degree in an education related field and at least three (3) years of progressively responsible experience in higher education administrative matters or a related field
- * Excellent interpersonal skills and ability to productively interact with Touro personnel at many levels
- * Strong oral and written communication skills
- * Ability to multi-task and exercise independent judgment while working in a team-oriented environment
- * Solid knowledge of the higher education working environment

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