



CALIFORNIA  
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UNIVERSITY

## **Director for Curriculum Instruction and Assessment – Staff - California Northstate University, College of Dental Medicine, California, USA**

**POSITION TITLE:** Director for Curriculum Instruction and Assessment (DCIA)

**REPORTS TO:** Associate Dean for Academic Affairs

**EFFORT:** 1.0 FTE, full time, exempt, \$65,000-\$70,000/yr

**CLOSING DATE:** Open until filled

**SUMMARY:** The Director for Curriculum Instruction and Assessment will report to the Associate Dean for Academic Affairs and will oversee a cohesive, unified and integrated learner interface for the DMD program. The incumbent will oversee the organization and upload of syllabi into the Learning Management System “Canvas”, and will ensure facilitated access by all learners and faculty. Additionally, the DCIA will develop an additional repository for all learning materials and assessments, organized by course and type of assessment. Course Title and designated course number will be structured for clarity and arranged by academic year. The incumbent will work closely with Course Directors to ensure mapping of all learner outcomes against assessments and courses. Additional activities will involve overseeing communications with the Registrar’s Office, ensuring smoothly running remediation plans, tracking of all educational data and maintaining the curriculum dashboard, in addition to any activities requested by the Associate Dean for Academic Affairs.

### **Responsibilities:**

**Core duties and responsibilities include the following. Other duties may be assigned.**

- The DCIA will attend all Course Directors meetings, the Curriculum Committee meetings, and the Student Performance Committee meetings, in addition to any other meetings as assigned by the Associate Dean for Academic Affairs.
- The DCIA will oversee the Course Co-Ordinators, will ensure their cross-training, and will assign tasks and projects to ensure the most efficient use of services. All faculty requests for assistance must be presented to the DCIA who will evaluate the request and assign staff as needed.
- One of the duties of the DCIA staff is to ensure that the iPads used in daily assessments are charged overnight and be made conveniently available to faculty.
- The DCIA will work closely with the Educational Technologist to ensure that all formative and summative grading is identified by course, academic year, student and faculty, and is available in the appropriate CANVAS grade book. Analysis of this data will take place in Examsoft as well as CANVAS.



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- The DCIA will facilitate the process for the course directors' collection and analysis of assessment data at the end of the mid-term and finals weeks, to ensure efficient and timely grade assignment as well as required remediation.
- All learner assessments will be implemented in a digital format and the DCIA will work closely with the Educational Technology staff, Course Directors and Faculty to ensure oversee a smooth, user-friendly process.
- The DCIA will create assessment learning modules, working collaboratively with educational technology staff, faculty, and learners, to ensure clarity and efficiency of day-to-day assessments. These will be available in the Faculty CANVAS course.
- The DCIA will orient new course directors, and will develop learner modules for the use of Articulate Presenter, use of templates for "Power points" and other learning materials, in order to create a consistent and uniform learning platform.
- The DCIA will work with the educational technologist to oversee the preparation of reports that will be used for learner tracking, educational/curriculum and teaching improvement, and strategic planning initiatives. The DCIA will oversee reporting on curriculum effectiveness to the Associate Dean for Academic Affairs, and will recommend plans for continued curriculum improvement.
- The DCIA will track and make available faculty assessment data for the Associate Dean for Academic Affairs on a semester basis.
- The DCIA will develop thresholds for learner daily assessments, and will provide continuous reporting on patterns of low achievement, as needed.
- Other duties as assigned.

## Qualifications:

- **Required:** Bachelor's degree or higher in a health-related field.
- An understanding of FERPA and HIPPA regulations and their day-to-day implementation.
- Experience working in an educational environment.
- Technical: Microsoft Office, online databases.
- Commitment to working in a fast-paced, collaborative environment.

## Qualities:

- Strong organizational skills
- Professional demeanor
- Leadership skills
- Exceptional interpersonal communication skills, written and verbal.
- Commitment to professional excellence
- Oriented towards student success

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.



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Please submit your cover letter, curriculum vitae/resume, list of references, and any additional information to [sheila.brear@cnsu.edu](mailto:sheila.brear@cnsu.edu) Review of applicants will begin immediately and will continue until positions are filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** [sheila.brear@cnsu.edu](mailto:sheila.brear@cnsu.edu)