Moore College of Art & Design

**Position:** Art Education Graduate Program Manager

**Reports to:** Associate Dean of Graduate Studies

**Purpose:** The Art Education Graduate Program Manager assumes the administrative and curricular development responsibilities for the Masters of Art Education with an Emphasis in Special Populations program at Moore. The candidate will bring a visionary leadership role to this position for the development of innovative teaching strategies in art education.

**Qualifications:**
- Demonstrates professional achievement and holds a terminal degree in education and/or equivalent experience; must hold a masters degree.
- Possesses strong academic administrative experience.
- Demonstrates knowledge of contemporary educational practices and adaptive strategies for student with disabilities.
- Demonstrates an ability to plan and coordinate innovative program development.
- Demonstrates the ability to collaborate and to incorporate a variety of opinions, teaching methodologies and models in an academic environment.
- Demonstrates evidence of professional achievement/scholarship and the potential for critical recognition in the field of education.
- Developed understanding of teaching strategies that incorporate digital technologies including online teaching.
- Minimum of 2-5 years teaching experience at the college level and minimum of 5-10 years as a public or private school teacher in art education, K-12.
- Excellent writing and interpersonal communication skills and demonstrates ability to explicate a strong and coherent future for graduate studies in art education.

**Responsibilities:**
- Designs, develops and advances the MA program in Art Education with an Emphasis in Special Populations.
- Develop and administer the MA budget.
- Provides regular updates including enrollment statistic reports to the Associate Dean of Graduate Studies.
- In coordination with the Associate Dean of Graduate Studies, develops and administers graduate recruitment activities for the MA in Art Education including attending Graduate Portfolio Days, visiting boards, other groups and colleges for off-site visits and hosting Open Houses.
- Administers the application and selection processes in Art Education including interviewing MA degree candidates prior to admission.
- Provides content for graduate brochures, pamphlets, flyers and other marketing tools including the website. Provides the Associate Dean of Graduate Studies with mailing lists appropriate for Art Education recruitment and outreach.
- Works with Associate Dean of Graduate Studies to annually review the Graduate Student Handbook.
- Convenes and facilitates an Art Education Advisory Panel holding at least one annual meeting.
- In concert with other Graduate Program Managers, graduate faculty and Associate Dean of Graduate Studies develops program policies and procedures bringing proposals to the Graduate Council for approval.
• Develops course proposals for submission to Graduate Council.
• Maintains on-going collaboration with the PDE and maintains support for the MA program among regional educational agencies.
• Develops, convenes and coordinates an annual symposium in Art Education working closely with the Associate Dean of Graduate Studies to coordinate topics, guest speakers and scheduling between the other graduate programs.
• Works collaboratively with faculty in the BFA and PB Art Education programs.
• Develops in consultation with faculty, the Advisory Panel, Associate Dean of Educational Support Services/Director of Institutional Research and the Associate Dean of Graduate Studies annual outcomes assessment measures and activities including reporting findings as required for on campus and online courses.
• Works with the Instructional Designer to insure faculty teaching online are covering the intended course content.
• Provides Associate Dean of Graduate Studies with written materials including program descriptions, evaluation material and other required documentation required for the accreditation reports for NASAD and MSA and assumes leadership in preparing written reports to the Commonwealth of Pennsylvania.
• Recruits, selects, develops and recommends adjunct faculty to teach MA courses.
• Orients and evaluates adjunct faculty.
• Serves on the Graduate Council and other committees as assigned.
• Develops relationships with regional institutions for potential field experience placements and works closely with the Director of the Career Center to develop services focused on supporting Art Education graduate candidates and alumni.
• In concert with the Associate Dean of Graduate Studies and Registrar develops the year-round graduate course schedule for MA courses.
• Develops and administers the MA candidate competencies professional portfolio; monitors degree candidates progress including general program advising and thesis advisement; convenes and directs a mid-program qualifying review for each candidate; oversees the required independent field experience; maintains a log of course embedded field experience and convenes and directs a final thesis review and exhibition for each candidate in conjunction with the Galleries at Moore.
• Reviews and recommends candidates for degree referral, writes letters of recommendation and submits appropriate documentation to the PDE for degree candidate professional certification.
• Teaches no more than 9 credits per calendar year.
• Monitors all students’ progress and handles specific student academic issues that arise.
• Supports fundraising efforts and positively and accurately represents Moore to all external audiences, prospective candidates, educators and organizations.

Further information about the position is available at
http://moore.edu/about-moore/employment-opportunities

The College complies with all applicable federal, state and local laws in which it operates. Moore does not discriminate based on a person’s race, creed, disability, sexual orientation, age, marital status or any other protected class.