

LOUISIANA BOARD OF REGENTS

POSITION ANNOUNCEMENT

TEACHER AND LEADERSHIP INITIATIVES DATA PROGRAM MANAGER

The Teacher and Leadership Initiatives Program is located within the Academic Affairs section of the Louisiana Board of Regents. The individual appointed to this position reports to the Associate Commissioner for Teacher and Leadership Initiatives.

Responsibilities include:

- Managing, verifying, and reporting for the ETS Title II Data Management System to meet requirements of the Higher Education Act;
 - Data collection and verification
 - Professional development for public and private institutions of higher education
- Managing, verifying, and reporting for the Westat Title II Data Management System to meet requirements of the Higher Education Act;
 - Data collection and verification
 - Professional development for public and private institutions of higher education
- Creating, verifying, and publishing data reports within the annual Louisiana Board of Regents *Teacher Preparation Data Dashboards* for public and private institutions of higher education and non-university certification providers;
- Creating, verifying, and publishing data reports within the annual Louisiana Board of Regents *Teacher Preparation Factbook*;
- Monitoring the Council for the Accreditation of Educational Programs (CAEP) Accreditation Information Management Systems (AIMS) reporting website to assist institutions of higher education with annual CAEP reporting;
- Providing professional development on the Value-Added Model (VAM) reporting of teacher certification programs;
- Creating, facilitating, and implementing data sharing agreements with the Louisiana Department of Education, non-university certification providers, and outside data contractors;
- Coordinating with Louisiana Department of Education staff members on Teacher Preparation Programs statewide data reporting;
- Developing, managing, and monitoring memorandum of understandings, contracts, interagency agreements, cooperative endeavor agreements, and supporting documents on behalf of program;
- Providing support for meetings, conferences, special projects, and other duties in support of the Teacher and Leadership Initiatives office and/or the Board of Regents, as requested by supervisor.

Minimum Qualifications:

- Baccalaureate degree plus 2 years related work experience (6 years preferred);
- Experience and/or demonstrated capacity with teacher certification and assessment requirements;
- Experience and/or demonstrated capacity using Title II ETS and Westat reporting systems;
- Excellent verbal and written communication skills;
- Ability to work effectively with diverse constituencies; and
- Familiarity and expertise with Microsoft Office Suite, specifically Word, PowerPoint, and Excel.

The deadline to apply is Thursday, May 2, 2019. Interested applicants should send a cover letter, resume and three professional references to [Bor.jobs@la.gov](mailto:bor.jobs@la.gov).