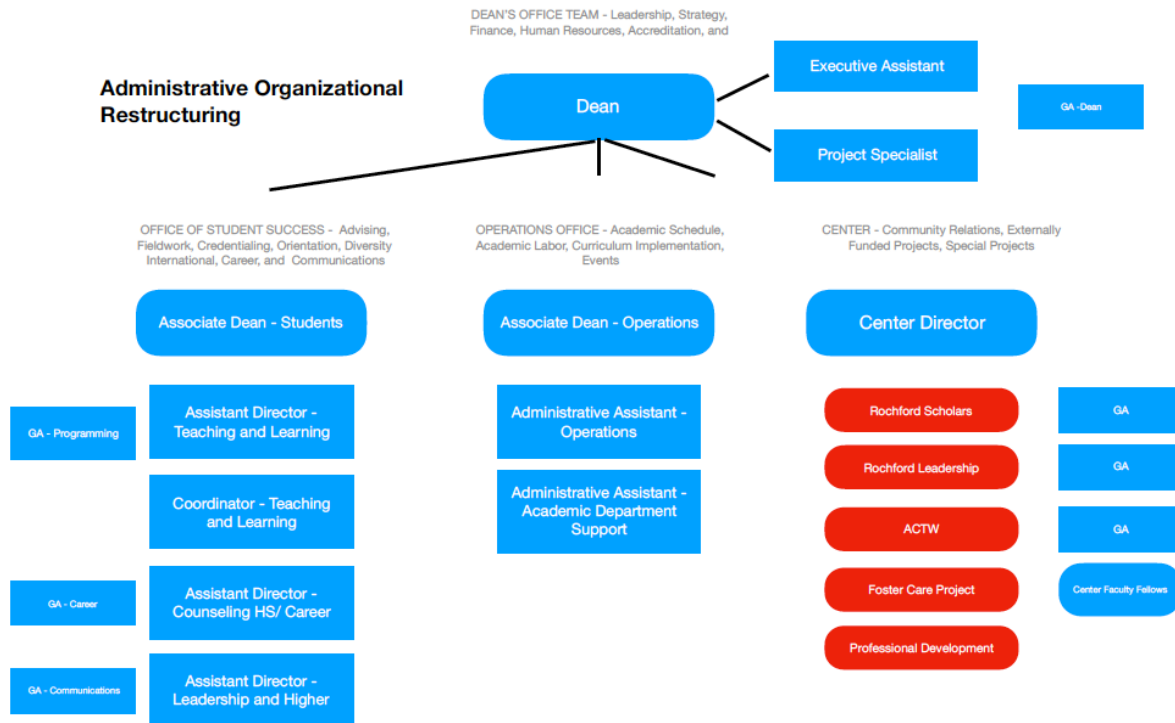


**Interoffice Memorandum**

Date: Fall 2018  
 To: The University  
 From: Andrew Wall, Dean  
 Subject: Administrative Reference Guide

This guide is intended for quick reference of who has what responsibilities in the School of Education from an administrative perspective. We begin with an Administrative Organizational Chart, followed by brief job descriptions of staff in the School of Education.

**Figure A: Administrative Organizational Chart**



**Table 1: Office of Student Success Vision and Responsibilities**

Office of Student Success	Vision	
<p>Associate Dean, Student Success</p> <p><i>Dr. Hideko Sera</i></p>	<p>Provide overall leadership to the Office of Student Success. A doctoral-level position and associated vision for a unit focused on student support across advising, fieldwork, credentialing, career and academic success, diversity, internationalization and school communication.</p>	<ul style="list-style-type: none"> <li>• Responsible for leadership direction and implementation of Office vision.</li> <li>• Supervise Office staff</li> <li>• Oversee Office budget</li> <li>• Develop systems and policies for student success in orientation, advising, fieldwork and credentialing of students.</li> <li>• Provide leadership for orientation, international, diversity and career and academic success programs.</li> <li>• Provide leadership to school communications team in collaboration with the Dean, including leadership on yearly catalog edits.</li> <li>• Provide leadership in addressing student concerns and issues.</li> <li>• Work collaboratively with faculty</li> <li>• Provide leadership related to all types of fieldwork by partnering with schools, universities and local community.</li> <li>• Collaborate closely with School faculty, Registrar, University Dean of Student Affairs, Alumni, Career Services and constituents working on university-wide global initiatives in carrying out work.</li> <li>• Oversee School of Education commencement and related student ceremonies.</li> <li>• Serve as SOE ARB facilitator and ex officio curriculum committee member.</li> </ul>
<p>Assistant Director, Office of Student Success Teaching and Learning</p> <p>School wide programming as special assignment</p> <p><i>Dinh Nguyen</i></p>	<p>Provide leadership and administrative support for student success related to academic advising, fieldwork, co-curricular programming and credentialing of students in the programs of the Department of Teaching and Learning</p>	<ul style="list-style-type: none"> <li>• Provide academic advising for Teaching and Learning (T&amp;L) students.</li> <li>• Ensure student success through tracking students from entry to completion via electronic records.</li> <li>• Develop early fieldwork and student teaching partnerships for all T &amp; L students.</li> <li>• Liaison with Office of Teaching and Learning faculty.</li> <li>• Hire, coordinate training, assign and supervise University Supervisors.</li> <li>• Create clear processes, procedures and records for T &amp; L fieldwork.</li> <li>• Coordinate training for Master Teachers</li> <li>• Collaborate with T&amp;L faculty to generate ideas related to various information sessions related to T&amp;L curricular requirements.</li> <li>• Coordinate new student orientation, early fieldwork orientation and student teaching orientation.</li> <li>• Assess and use assessment to constantly improve fieldwork and advising for students.</li> <li>• Serve as credentialing person for all T &amp; L students.</li> <li>• Ensure an all-electronic office function (paperless) for advising, fieldwork and credentialing related to T&amp;L students.</li> <li>• Provide leadership in implementing all programming efforts related to the Office of Student Success.</li> <li>• Supervise graduate assistant, who will focus on diversity and international programming for the School of Education.</li> </ul>

<p>Coordinator, Student Success Teaching and Learning</p> <p><i>Natalie Wood</i></p>	<p>Provide support and exceptional organizational skills related to supporting student success via advising, fieldwork, credentialing and programming for students in the Office of Teaching and Learning.</p>	<ul style="list-style-type: none"> <li>• Provide academic advising for Teaching and Learning (T&amp;L) students.</li> <li>• Responsible for early fieldwork site participation information.</li> <li>• Responsible for student teaching district contracts and student teaching placements.</li> <li>• Responsible for calculating mileage, contract tracking, and university supervisor student evaluations for student teaching.</li> <li>• Assist in organization of Master Teacher training</li> <li>• Assist with student orientation, early fieldwork orientation and student teaching orientation.</li> <li>• Assist with assessment and using assessment to constantly improve fieldwork and advising for students.</li> <li>• Assist in implementing all programming efforts related to the Office of Student Success.</li> <li>• Responsible for all student fieldwork records for T&amp;L students.</li> <li>• Use an all-electronic office function (paperless) for advising, fieldwork and credentialing related to T&amp;L students.</li> </ul>
<p>Assistant Director, Office of Student Success Counseling and Human Services School wide career and academic success as special assignment</p> <p><i>Kristin Grammar</i></p>	<p>Provide leadership and administrative support for student success related to academic advising, fieldwork, co-curricular programming and credentialing of students in the programs of the Department of Counseling and Human Services.</p>	<ul style="list-style-type: none"> <li>• Provide academic advising for Department of Counseling and Human Services (C&amp;HS) students.</li> <li>• Ensure student success through tracking students from entry to completion via electronic records.</li> <li>• Develop fieldwork and internship partnerships for all C&amp;HS students.</li> <li>• Liaison with Department of Counseling and Human Services faculty.</li> <li>• Hire, coordinate training, assign and supervise all fieldwork and internship supervisors.</li> <li>• Create clear processes, procedures and records for all C&amp;HS fieldwork.</li> <li>• Coordinate new student orientation, fieldwork and internship orientation.</li> <li>• Assess and use assessment to constantly improve fieldwork and advising for students.</li> <li>• Serve as credentialing person for all C&amp;HS students (PPS and CMHC).</li> <li>• Collaborate with C&amp;HS faculty to generate ideas related to various information sessions related to C&amp;HS requirements.</li> <li>• Ensure an all-electronic office function (paperless) for advising, fieldwork and credentialing related to C&amp;HS students.</li> <li>• Provide leadership in implementation of career and academic success programs in coordination with University Career Services for all School of Education students.</li> <li>• Supervise graduate assistant, who will focus on career and academic success for all School of Education students.</li> </ul>
<p>Assistant Director Office of Student Success Leadership and Higher Education Communication special Assignment</p> <p><i>Yessenia Yorgesen</i></p>	<p>Provide leadership and administrative support for student success related to academic advising, fieldwork, co-curricular programming and credentialing of students in the programs of the Department of Leadership and Higher Education.</p>	<ul style="list-style-type: none"> <li>• Provide academic advising for Department of Leadership and Higher Education students.</li> <li>• Ensure student success through tracking students from entry to completion via electronic records.</li> <li>• Develop fieldwork and internship partnerships for all Education Administration and Higher Education program students.</li> <li>• Liaison with Department of Leadership and Higher Education faculty.</li> <li>• Hire, coordinate training, assign and supervise all fieldwork supervisors.</li> <li>• Create clear processes, procedures and records for all L&amp;HE fieldwork.</li> <li>• Coordinate new student orientation, fieldwork and internship orientation.</li> <li>• Assess and use assessment to constantly improve fieldwork and advising for students.</li> <li>• Collaborate with L&amp;HS faculty to generate ideas related to various information sessions related to L&amp;HS related to L&amp;HS requirements.</li> <li>• Serve as credentialing person for all Education Administration students (PASC and CASC).</li> <li>• Ensure an all-electronic office function (paperless) for advising, fieldwork and credentialing related to L&amp; HE students.</li> <li>• Provide leadership in implementation of school communication strategy and action in coordination with School Communications Team and University Communications, including leadership on yearly catalog edits.</li> <li>• Supervise graduate assistant, who will focus on supporting School-wide communications.</li> </ul>

**Table 2: Operation Office Vision and Responsibilities**

<p><b>Operation Office</b></p>	<p><b>Vision</b></p> <p>A working team focused on the organizational work at the school associated with the academic schedule, courses, contracting and development of contract academic labor, implementation of faculty curriculum decisions, academic Office administrative support, faculty support and School events.</p>	
<p>Associate Dean, Operations</p> <p><i>Dr. Scott Stevens</i></p>	<p>Provide overall leadership for the academic operations of the School of Education, particularly the academic course schedule, academic calendar, adjunct faculty hiring and adjunct orientation, professional development and evaluation, departmental support, faculty support and support for School events.</p>	<ul style="list-style-type: none"> <li>• Responsible for leadership direction and implementation of operations for the School of Education.</li> <li>• Supervise Operation Office staff</li> <li>• Oversee contract faculty budget, providing monthly budget updates.</li> <li>• Develop systems and policy for contract (adjunct) faculty hiring, training, and evaluation. Contract adjunct faculty for upcoming year, orient all adjunct faculty each year, provide ongoing adjunct professional development, and ensure yearly evaluation of adjunct faculty. Ensuring all faculty assignments are completed six weeks prior to start of any semester.</li> <li>• Oversee academic course calendar and academic calendar, providing transparent and constant sharing of all schedules for all faculty, and, as appropriate, for students to view at any time.</li> <li>• Collaborate closely with faculty in adjunct faculty hiring, training and evaluation.</li> <li>• Maintain school events calendar and coordinate event support.</li> <li>• Work with department chairs and faculty on academic support needs.</li> <li>• Oversee room assignments for school operations, including oversight of physical facilities of the School of Education.</li> <li>• Collaborate with regional campus staff by providing leadership and supervision for regional campus education programs.</li> <li>• Create ticket system for administrative support for academic departments and faculty.</li> </ul>

<p>Administrative Assistant</p> <p><i>Maria Williams</i></p>	<p>Provide administrative support for events, academic departments and faculty work.</p>	<ul style="list-style-type: none"> <li>• Provide administrative support for School of Education academic departments.</li> <li>• Provide administrative support for School of Education faculty.</li> <li>• Provide administrative support for School of Education events, including conferences, orientation, speakers, campus visitors and other non-course, co-educational programming.</li> <li>• Ensure book orders for adjunct faculty, and provide reminder for full-time faculty.</li> <li>• Respond to on-demand calls for administrative support through use of a ticket system for tasks (including providing support for commencement events).</li> <li>• Assist with adjunct contracts, adjunct questions and support of adjunct teaching activities.</li> <li>• Provide building management for School of Education.</li> </ul>
<p>Administrative Assistant</p> <p><i>Tia Rodriguez</i></p>	<p>Provide administrative support and leadership related to our academic course schedule, academic calendar, adjunct faculty, events and School administrative tasks.</p>	<ul style="list-style-type: none"> <li>• Responsible for all Master Course Schedule and Master Academic Calendar. Posts Academic Course Schedule and Academic Calendar to the web for public viewing.</li> <li>• Makes course and schedule changes in conjunction with Registrar's Office.</li> <li>• Responsible for tracking adjunct faculty, including: contracts, keeping list of current adjunct faculty, keeping email contact list for adjunct faculty, keeping accurate adjunct records related to CV, Title IX compliance, completion of orientation, attendance at ongoing professional development.</li> <li>• Primary point of contact for answering adjunct faculty questions related to schedule and contract.</li> <li>• Responsible for ongoing weekly adjunct newsletter communication to keep adjunct up-to-date with School of Education deadlines and events.</li> <li>• Payment of adjunct faculty, including mileage for course adjuncts and university supervisors.</li> <li>• Assist with administrative support of events within the School of Education.</li> <li>• Assist with administrative support of School of Education by completing ticket administrative requests as needed.</li> <li>• Work with faculty and Registrar to ensure best classroom reservation for each course in the School of Education.</li> </ul>

**Table 3: Dean’s Office Team**

<b>Dean’s Office Team</b>		<b>Vision</b>
		Provide visionary, stable and ethical leadership in service of the shared mission of the School of Education and the University.
<p>Dean</p> <p><i>Dr. Andrew Wall</i></p> <p><i>**This section is included for consistency and represents a partial list of Dean responsibilities that are established by the President and Provost of the University**</i></p>	<p>Provide overall leadership, vision and strategy for the School of Education. Represent the School internally and externally. Advance human resources, oversee the school budget and use data to drive School improvement.</p>	<ul style="list-style-type: none"> <li>• Responsible for leadership direction and vision of the School of Education.</li> <li>• Supervise directly associate deans, Dean’s Office staff, Center director and department chairs.</li> <li>• Oversee budget, providing monthly budget updates.</li> <li>• Develop a sustainable School of Education operational infrastructure.</li> <li>• Provide leadership for School of Education operations.</li> <li>• Represent the School of Education internally and externally.</li> <li>• Oversee and advance School of Education human resources.</li> <li>• Ensure School of Education accreditation submissions.</li> <li>• Use data to drive School improvement.</li> <li>• Oversee, collaboratively, School of Education enrollment strategy and related communication plans.</li> <li>• Advance the image and reputation of the School.</li> </ul>
<p>Executive Secretary</p> <p><i>Colleen Quesada</i></p>	<p>Provide administrative leadership for School of Education, specifically in support of the dean and School of Education vision and mission.</p>	<ul style="list-style-type: none"> <li>• Provide administrative support for Dean, including calendar, communication and administrative tasks.</li> <li>• Provide administrative support for School of Education budget process.</li> <li>• Provide administrative support for School of Education events in support of the dean.</li> <li>• Liaise with internal university and external stakeholders in support of the dean and School of Education mission.</li> </ul>
<p>Project Specialist</p> <p><i>Heather Lambeth</i></p>	<p>Provide administrative leadership for School of Education assessment and accreditation process.</p>	<ul style="list-style-type: none"> <li>• Provide leadership related to School of Education annual assessment activities.</li> <li>• Implement School of Education assessment plans, including survey administration, data collection, data analysis and reporting.</li> <li>• Maintain data and data structure for School of Education assessment data.</li> <li>• Provide leadership related to School of Education accreditation activities, including working with Dean, faculty and staff to ensure School of Education accreditation reporting is completed.</li> <li>• Develop School of Education accreditation timeline to ensure School of Education is using accreditation as a continuous improvement process.</li> <li>• Provide editing support for the dean and School of Education as needed.</li> <li>• Provide support assistance for TPA implementation.</li> <li>• Support faculty searches in the School of Education.</li> </ul>