The COE Administrative Organizational Chart represents the current organization of the College.
Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

Dean

The Dean, College of Education, is responsible to the Provost/Vice President for Academic Affairs and serves as the chief academic administrator of the College. The Dean is administratively responsible for planning, organizing, coordinating, directing, and evaluating the cooperative efforts of the College. The Dean:

- Promotes an understanding, both internally and externally, of the College, its purposes, and objectives.
- Chairs the Administrative Advisory Council.
- Serves on other University bodies as designated by University policy.
- Administers all personnel matters related to the College, including recommendations for initial appointments, promotions, retention, tenure, salary increments and compensations for faculty; appointment, assignment, and compensation of part-time and adjunct faculty; and the appointment, assignment and compensation of non-academic personnel.
- Approves teaching loads, teaching schedules, academic advisory responsibilities, special assignments that may impact on faculty’s instructional responsibilities, and requests to participate in outside activities.
- Directly supervises the associate deans, executive secretary to the Dean, Information Officer and the Director of Student Services and College Finances
- Promotes faculty development activities and encourages faculty concern for teaching and scholarship.
- Presides and conducts faculty meetings.
- Administers the academic advising of students within the College and the handling of student requests for exemptions to the academic standards and rules.
- Supervises curricular and course planning, including the planning and promoting of improvements within the curricula of the College, the compilation of the descriptions of courses and programs, the preparation and approval of catalog statements on general and specific requirements, the maintenance of the standards of instruction, and the compilation of information for accreditation.
- Approves the College’s schedule of classes each semester.
- Administers the annual budget approved for the College.
• Administers the utilization of space and equipment assigned to the College.

• Maintains an official record of syllabi for all courses in the College.

• Administers policies and procedures established by the University and College relative to established academic and administrative committees.

• Participates in professional activities and ceremonial functions consistent with the office of the Dean.

• Provides data required for institutional research purposes and promotes research efforts related to academic matters.

• Approves all publications related directly and solely to College policies and programs.

• Appoints and supervises the associate deans, the chairs of the academic departments of the College and the directors of the other units within the College.

• Adjudicates the formal appeal of a department chair’s decision regarding a student’s grade grievance. The Dean may assign other appeals to adjudication by the associate deans.

• Performs other responsibilities as directed by the Provost/Vice President for Academic Affairs.
General Responsibilities for

**Associate Dean for Undergraduate Programs**

The Associate Dean for Undergraduate Programs is responsible to the Dean of the College of Education and coordinates all activities related to undergraduate programs. The Associate Dean for Undergraduate Programs:

- Co-chairs the Curriculum Coordinating Committee (CCC) with the Associate Dean of Graduate Studies; the Associate Dean for Undergraduate Studies assumes the role of the CCC when issues related to undergraduate education are presented.

- Coordinates and edits revisions of the College of Education section of the Undergraduate Catalog.

- Serves as a voting member of the Administrative Advisory Council.

- Oversees College promotion and tenure. This includes collecting applications and files from candidates for promotion and/or tenure, coordinating election of Promotion and Tenure Committee members and calling and chairing the first Committee meeting.

- Coordinates certification and undergraduate programs.

- Provides teacher certification testing oversight.

- Manages student appeals related to undergraduate programs.

- Develops the College calendar.

- Coordinates and edits the College of Education Handbook.

- Oversees distribution and collection of all student evaluations of faculty.

- Represents the Dean in all matters when the Dean is away from campus.

- Assumes other responsibilities at Dean’s request.
Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

Associate Dean for Graduate Programs

The Associate Dean for Graduate Programs in the College of Education is directly responsible to the Dean of the College of Education. The Associate Dean, working with the Dean and other personnel, is administratively responsible for planning, organizing, coordinating, directing and evaluating graduate efforts in the College of Education. The Associate Dean for Graduate Studies:

- Co-chairs the Curriculum Coordinating Committee (CCC) with the Associate Dean for Undergraduate Studies; the Associate Dean for Graduate Studies assumes the role of Chair of the CCC when issues related to graduate education are presented.

- Serves as a voting member of the Administrative Advisory Council.

- Serves as a liaison between the University Office of Graduate Studies and Research and the College of Education.

- Encourages the development of new graduate programs/courses in the College of Education.

- Monitors the viability of existing graduate programs.

- Manages student appeals related to graduate education.

- Works with department chairs on issues related to graduate education.

- Works with the Director of Student Services and College Finances, and the academic advisors on issues related to graduate education.

- Works with community agencies on issues related to graduate education.

- Seeks outside funding for projects impacting graduate education.

- Assumes other responsibilities at the Dean’s request.

- Represents the Dean in all matters when the Dean and the Associate Dean for Undergraduate Programs are away from campus.
General Responsibilities for

Academic Department Chair

The Department Chair of each of the academic departments administers the disciplines assigned to the department in matters of academic program planning, curricula, budgets, staffing and program maintenance and evaluation. The Department Chair reports to the Dean of the College of Education and serves as liaison between the Dean and the faculty and staff. The Department Chair is a half-time mid-administrative position as defined in the University policy pertaining to mid-administrative appointments and compensation. The Department Chair:

- Plans and chairs a meeting of the department faculty at the beginning of each regular term and at other times as needed.
- Serves as a non-voting member of the College Coordinating Committee.
- Develops class schedules for each semester, in consultation with the department faculty.
- Supervises curricular and course planning, including the planning and promoting of improvements within the curricula of the department.
- Approves all degree plans, special course requests, and grade changes for all students whose discipline major is within the department.
- Supervises the textbook selection process in the department each semester, including distribution and collection of textbook order forms and notification of the University Bookstore of the selected texts and projected course enrollments.
- Maintains the course inventory for all department disciplines in conformity with the rules and directives of the University and the Texas Higher Education Coordinating Board.
- Supervises the registration process each semester in conjunction with the Dean, Associate Deans, and other department chairs.
- Assists department faculty in the development of any special University-related activities, such as training grants, professional meetings, colloquia, special classes, research grants, and the like.
- Conducts annual faculty reviews, with recommendations to the Dean pertaining to such personnel issues as salary, merit awards, contract renewals, tenure, and promotion to all ranks, all as specified in University and College policies.
• Conducts primary adjudication of student complaints pertaining to department classes and/or faculty, with referral to the Dean if necessary.

• Employs and supervises appropriate adjunct faculty for the department as needed, with approval of the Dean and Provost.

• Supervises hiring of departmental faculty and staff by overseeing development of position descriptions, recommending membership on search committees to the Dean, overseeing collection of applications and related materials, acting as ex officio on search committees and making final recommendations to the Dean.

• Employs and supervises department faculty secretary. Supervision includes making work assignments, conducting annual reviews, and approving time cards and leave time.

• Recommends faculty requests to the Dean that pertain to:
  • Travel,
  • Sick leave and other absences from campus,
  • Funds for special teaching materials, and/or
  • Remunerated off-campus activities.

• Works with the Dean in assigning office and workstations for department faculty and staff.

• Develops annual department budget requests, in consultation with the Dean, and makes recommendations to the Dean pertaining to all department requests for expenditures.

• Performs other tasks as assigned by the Dean.

• Represents the Dean as appropriate when the Dean and the two associate deans are away from campus.
Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

Department Chair and Principal of the Early Childhood Development Center

The Department Chair and Principal of the Early Childhood Development Center administers the disciplines assigned to the Department in matters of academic program planning, curricula, budgets, staffing and program maintenance and evaluation. The Department Chair and Principal reports to the Dean of the College of Education and serves as liaison between the dean and the faculty and staff. The Department Chair and Principal is a half-time mid-administrative position as defined in the University policy pertaining to mid-administrative appointments and compensation. The Department Chair and Principal of the Early Childhood Development Center:

- Plans and chairs meeting of the department faculty at the beginning of each regular term and at other times as needed.
- Serves as non-voting member of the Curriculum Coordinating Committee.
- Supervises curricular and course planning, including the planning and promoting of improvements within the curricula of the department.
- Assists department faculty in the development of any special University-related activities, such as training grants, professional meetings, colloquia, special classes research grants, and the like.
- Conducts annual faculty and support staff evaluations with recommendations to the Dean pertaining to such personnel issues as salary, merit awards, contract renewals, tenure, and promotion to all ranks, all as specified in University and College policies.
- Adjudicates concerns/complaints pertaining to the department, with referral to the Dean if necessary.
- Serves as ex-officio member of all department faculty search committees.
- Employs and supervises departmental staff. Supervision includes making work assignments, conducting annual reviews, and approving time cards and leave time.
- Communicates/recommends to the Dean concerning department faculty requests that pertain to:
  - Travel,
  - Sick leave and other absences from campus,
  - Funds for special teaching materials, and/or
  - Remunerated faculty consulting and outside employment, conflict of interests.
• Communicates/recommends office space in the College of Education for departmental faculty and staff to the Dean.

• Assumes responsibility for fiscal management of the department including travel, supplies, adjunct instructors, hospitality and summer school.

• Participates in College of Education budget development process including merit disbursement, travel allotments and budgetary shortfall decisions.

• Performs other tasks as assigned by the Dean and CCISD School Team Director.

• Administers/coordinates all activities involving the ECDC School.

• Coordinates the research efforts of the ECDC staff and university faculty through membership on the CEDER Board.

• Recognizes evaluates and analyzes elements of effective instruction and ensure that the instructional program is responsive to students needs.

• Provides instructional resources and materials to support teaching staff in accomplishing instructional goals.

• Communicates and promotes high expectations for staff/student performance; provide recognition of excellence and achievement which promotes a positive image to the CCISD and University communities as well as establishing and maintaining positive morale throughout the ECDC with CCISD staff and the University faculty.

• Coordinates supporting instructional activities and serve to accomplish the goals and objectives of the instructional program.

• Fosters collegiality and collaboration among the CCISD staff and the University faculty; mediate and facilitate resolution of conflicts between personnel of both entities; and involve the CCISD staff and the University faculty in planning and decision-making.

• Completes and plans activities and implement programs collaboratively with the CCISD staff and the University faculty to ensure attainment of goals/objectives.

• Utilizes appropriate data/records to facilitate the development, implementation, and evaluation of the Campus Improvement Plan.

• Identifies and provides opportunities for and encourage participation in staff development options to address school/district/employee goals identified through the goal-setting process.

• Complies with district and university policies, and state/federal laws and regulations.

• Manages all school facilities and requisitions. Identify needed repairs, and supervise custodial staff.
• Maintains current equipment and material inventory.

• Implements programs within budget limits, maintain fiscal control, and accurately reports fiscal information (CCISD/TAMU-CC).

• Implements and communicates to students, staff, and parents, a consistent, equitable discipline management plan with guidelines for student conduct that have been developed collaboratively with staff.

• Provides assistance in assessing the physical, mental, social, and emotional needs of students. Since there is no counselor at the ECDC, the principal has the responsibility to provide needed services.

• Conducts conferences with parents, students, teachers, and university staff concerning school and student issues.

• Assumes the responsibility for acquiring the knowledge, skills, and attitudes necessary for fulfilling job duties, improving leadership skills, and working collaboratively with two organizations.

• Conducts self in a professional, ethical manner in accordance with generally accepted community standards; comply with Texas Education Agency code of ethics for educators.

• Involves parents, the CCISD community, and the University community in a positive, proactive manner by articulating the school's mission through emphasizing and promoting two-way communication between the school and communities.

• Articulates the school's mission to the CCISD community and the University community and solicit its support in realizing the mission.

• Administer NOVA, Athena, Bilingual student tests and maintain all necessary records.

• Attends training intended for assistant principals when necessary.

• Maintains State textbook inventory.

• Coordinates and maintains all special education and 504 referrals and information.

• Manages all discipline concerns on campus.

• Performs other job-related duties as assigned.
General Responsibilities for

**Director of Student Services and College Finances**

The Director of Student Services and Finances is directly responsible to the Dean of the College of Education. The Director is a combination administrator-staff personnel position that has supervisory responsibilities over all staff positions within Student Services. The Director has oversight of the college budget and financial business matters. The Director of Student Services and College Finances:

- Oversees and coordinates services provided for students by the College, including reception, academic advising, certification, testing and scholarship awards.
- Works directly and actively with all staff members in Student Services and Budget Support Specialist to assure that tasks are being performed efficiently and when needed.
- Makes decisions related to priorities and temporary reassignment of Student Services personnel to assure that needed tasks are performed efficiently and on time.
- Assists personnel in Student Services and Budget Support Specialist in setting annual goals and conducts their annual evaluations.
- Works directly with each staff member in Student Services on a daily basis to assure that the work of Student Services in being performed with maximum efficiency from the viewpoint of the students and those who cooperate with Student Services (faculty, other University offices and off-campus agencies).
- Maintains respect and a positive working relationship with the staff members while implementing changes to increase efficiency and effectiveness within the offices.
- Oversees the total College budget with full responsibility for grants, foundation gifts, special items funding and inventory.
- Performs other job-related duties as assigned.
General Responsibilities for

Certification Testing Coordinator

The position of Certification Testing Coordinator is a university position that is to be responsible for all incoming state certification testing data, analysis and dissemination of this data. The Certification Testing Coordinator provides guidance and assistance for improvement and effectiveness in all certification academic domain areas. The Certification Testing Coordinator:

- Disseminates state certification testing data to all certification areas.
- Works with certification areas to provide information needed to help them in offering remediation to students who have not passed state certification examination(s).
- Oversees the Computer Administered Testing program, acting as Chief Test Administrator.
- Aids certification areas in reviewing and revising curricula related to certification areas.
- Updates knowledge of changes in ASEP rules and reporting procedures as instigated by the State Board for Educator Certification (SBEC).
- Administers and analyzes pre-test(s).
- Verifies student eligibility prior to the issuing of the barcode for specific tests.
- Establishes remediation procedures for students who fail pre-test(s).
- Establishes remediation procedures for students who fail state certification test(s).
- Secures resources to assist certification areas to improve processes and procedures concerning state certification testing.
- Establishes a network of communication between and among state certification testing coordinators in order to stay alert to new developments in certification testing matters and materials around the state.
- Makes annual reports to each dean’s office indicating the state of each certification area within their college.
- Informs deans of matters that need attention because of changes in ASEP and weaknesses perceived in individual certification areas as indicated through state certification testing results.
• Develops and maintains TAMU-CC’s state certification testing website.

• Implements and maintains online registration database for state certification test(s), including issuing barcodes online.

• Implements and maintains pre-test database.

• Implements and maintains Post-Baccalaureate database.

• Provides the State Board for Educator Certification and National Evaluation Systems with required information on eligibility to test list and uploads the eligibility list within appropriate time frame.

• Schedules review sessions for state certification examinations for Generalist EC-4 and Pedagogy and Professional Responsibilities.

• Provides presentations to classes on certification testing requirements and the process for registration and barcodes.

• Provides and maintains certification testing budget.

• Updates and maintains forms related to state certification testing, such as approval forms, contacts from others colleges list, etc.

• Updates and maintains electronic and hard copy of barcode logs.

• Makes presentations related to state certification-testing data.
Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

Certification Officer

The office of Certification Officer is located in the College of Education, but also serves all colleges in the University with teacher certification programs. Information regarding state certification matters is disseminated to program area faculty representatives and the deans of colleges to ensure up-to-date advising of students and planning of teacher/professional service preparation programs. Further liaison responsibilities exist between the certification officer and the State Board for Educator Certification (SBEC) in fulfilling the duties of this position. The Certification Officer:

- Verifies that applicants for teacher certification to the State Board have met certification requirements for Educator Certification.
- Evaluates and provides academic advisement to post-baccalaureate students regarding teacher certification.
- Communicates and coordinates with school districts requests for deficiency plans and probationary certificate applications for their employees who are TAMU-CC students.
- Compiles and maintains data regarding certification activity for external and internal reports.
- Provides information regarding certification through workshops, departmental meetings, committee meetings, student teacher meetings and luncheon presentations.
- Attends SBEC Board Meetings (and other called meetings) and reports back information updates pertinent to the University.
- Develops and maintains an SIS database of certification information in coordination with the Offices of Planning and Institutional Effectiveness and Admissions and Records.
- Holds professional membership and actively participates in Texas Association of Certification Officers and Consortium of State Organizations for Texas Teacher Education attends conferences/meetings.
- Assists COE Testing Coordinator in establishing eligibility for issuance of test barcodes.
Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

**Senior Administrative Assistant**

The Senior Administrative Assistant is responsible to the Dean. The Senior Administrative Assistant:

- Maintains appointments calendars and related schedules.
- Receives, distributes and composes correspondence.
- Maintains files and records.
- Generates reports.
- Inputs data.
- Answers the telephone, directs calls and takes messages.
- Supervises office staff.
- Makes travel arrangements.
- Processes requests for purchases and travel.
- Performs other duties as assigned.
Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

Information Officer

The Information Officer is responsible to the Dean of the College of Education and coordinates all external publication activities related to the College of Education. The Information Officer:

- Provides public relations and marketing for the College of Education (COE).
- Creates and maintains a unified identity for the COE.
- Develops a professional image via updated, quality brochures.
- Writes reports, publications, website content and updates for COE.
- Creates distinctive presentational and promotional supporting material that correlate with the COE.
- Serves as COE photographer for documentation, publications and website including photo correction and layout as needed.
- Coordinates and creates special events.
- Identifies, selects, orders and manages hard copy and electronic resources for COE’s current and anticipated information needs.
- Serves as media resource liaison for the Corpus Christi and surrounding area.
- Answers inquiries from COE faculty and staff and others.
- Researches and prepares requested data in order to answer questions and provides a proactive dissemination service.
- Provides assistance on computer software and hardware questions and updates.
- Serves as liaison to the Public Affairs Office for Texas A&M University-Corpus Christi.
- Serves as a member of the System Communication Council for TAMU.
- Provides user education via brochures, websites, recruitment and tours.
- Disseminates information about additional resources available to faculty and staff, which might also include a more comprehensive service on relevant topics. This could necessitate reading journals, reports, etc., selecting, and analyzing relevant items.
- Supervises and trains information staff.
- Gives presentations and individual consultations.
- Assumes responsibility for public relations for the College of Education.
Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

Business Support Specialist

The Business Support Specialist is responsible to the Director of Student Services and College Finances. The Business Support Specialist:

- Processes salaries for all faculty, staff and adjuncts and student assistants, including personnel transaction and budget verification document and prep-h preparation by verifying positions for monthly and biweekly payroll.

- Creates spreadsheets for grants awarded to the college of education; monitors and records all current expenses on grants and programs within the college of education and other colleges when applicable; and provides current balances on grants to administrators, faculty and staff.

- Creates limited purchase orders, requisitions and travel requests and vouchers and serves as alternate signature authority under Director and Dean’s supervision.

- Serves as assistant inventory manager for capital outlay and serves as alternate supervisor for computer assistants and student assistants.

- Compiles account/budget data in response to special information requests from the University administration; continuously compares FAMIS to spreadsheets to assure accuracy; works in affiliation and under the supervision of the Director of Student Services and Finance communicates all questions, concerns and spending strategies, and other duties as assigned.

- Handles all faculty evaluations in sorting, distributing, and submitting of evaluations.

- Performs secretarial duties for the Associate Dean for Undergraduate Programs and Project Director for the Regents Initiative. This includes responsibilities related to the University Academy for Educator Development.

- Performs secretarial duties for the Director of Student Services and College Finances, which includes filing, assisting in several special projects and interviewing and screening students for work study positions.

- Provides training to new staff members.

- Provides assistance to administrators, faculty and students in solving problems related to financial matters such as pay, purchases and travel.
Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

Faculty

Faculty duties and responsibilities are outlined in University Rule 12.01.99.C1.03.
Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

Administrative Assistant

The administrative assistant:

- Types correspondence, letters, memos and reports.
- Answers correspondence.
- Maintains records and files.
- Prepares reports.
- Monitors budgets, projects and schedules.
- Prepares materials.
- Schedules activities.
- Applies knowledge of university procedures and rules in daily office activities.
- Assists and trains other secretaries.
- Supervises student assistants.
- Performs other duties as assigned.
Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

Administrative Secretary

The administrative secretary:

- Types correspondence, letters, memos and reports.
- Answers correspondence.
- Maintains records and files.
- Prepares reports.
- Monitors budgets, projects and schedules.
- Prepares materials.
- Schedules activities.
- Applies knowledge of university procedures and rules in daily office activities.
- Assists and trains other secretaries.
- Supervises student assistants.
- Performs other duties as assigned.
Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

Receptionist

The receptionist:

• Answers telephone and directs incoming calls.
• Greets and directs visitors.
• Provides information about office/campus.
• Sorts and distributes mail
• Files documents.
• Uses fax machine and photocopier.
• Uses a computer and word processor to produce letters, memorandums and other documents.
• Performs other duties as assigned.
General Responsibilities for

Secretary

The secretary:

- Reads and routes incoming mail.
- Locates and attaches appropriate files to correspondence to be answered by employer.
- Composes and types routine correspondence.
- Types letters, memos and reports.
- Files correspondence and other records.
- Keeps fiscal records.
- Answers telephone and give information to callers or routes call to appropriate official and places outgoing calls.
- Schedules appointments.
- Greets visitors, ascertains nature of business, and directs visitors to appropriate office or person.
- Makes copies of correspondence or other printed matter.
- Prepares outgoing mail.
- Performs other duties as assigned.
Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

Senior Secretary

The senior secretary:

• Answers and routes telephone calls.
• Opens, distributes and answers mail.
• Prepares travel vouchers.
• Prepares documents and reports.
• Prepares correspondence.
• Maintains calendars and schedules.
• Maintains records and files.
• Maintains budgets.
• Orders supplies.
• Enters data.
• May maintain petty cash.
• Performs other duties as assigned.
Texas A&M University-Corpus Christi – College of Education

General Responsibilities for

Academic Advisors

Academic Advisors are responsible to the Director of Student Services and College Finances. Academic Advisors in the College of Education are professional nonfaculty staff who provide academic advising services and programs that promote comprehensive educational opportunities for students. Academic Advisors work as part of a team using a student-centered focus on to attain, maintain and retain students and prospective students throughout their higher education experience. Advisors are cross-trained. Academic advisors:

- Advise a portion of the College of Education graduate and undergraduate students.
- Evaluate and prepares degree plans.
- Certify candidates for graduation.
- Maintain student records.
- Monitor students’ progress (including interpreting College Student Inventories, and, participating in related student events like Island Days, New Student Orientation, Recruiting, Transfer Workshops, Hooding and Pinning Ceremonies).
- Prepare various reports.
- Perform other duties as assigned.
General Responsibilities for

Student Services Program Assistant

The Student Services Program Assistant is responsible to the Director of Student Services and College Finances. The Program Assistant works as part of a team with other student services staff, especially the state testing coordinator, the advisors, the certification officer and the academic advisors using a student-centered focus. The Student Services Program Assistant:

- Enters information concerning students into a database system after gathering information from degree plans, applications for teacher education, applications to field based teaching, applications to field experiences (student teaching), applications to TExES exams, and from SIS Utilities and SIS.

- Verifies students’ eligibility to take TExES test through database, SIS, and ASEP.

- Issues test application barcodes.

- Logs information into binder and/or database.

- Provides information to students regarding state tests.

- Keeps copies of test application for files.

- Refers difficult or questionable cases to TExES Coordinator, Director of Students Services and College Finances or Associate Deans.

- Preparing various reports.

- Performs other duties as assigned.