NAU
NORTHERN
ARIZONA
UNIVERSITY

College of Education

Professional Education Programs

Roles and Responsibilities

- Overarching Functions
- Student Teaching
- Assessment Support and Data Collection
- State, Accreditation, and Federal Compliance Reporting
- AZ Teachers Academy
- Other Roles and Responsibilities

Overarching Functions

- Serve as functional owner for the initial teacher preparation programs Data Management System, which includes the online admission and student teaching applications; includes system improvements projects and responding to inquiries regarding issues
- Develop and maintain the quality assurance system for initial teacher preparation and advanced education programs
- Coordinate Initial Teacher Preparation Coordinating Councils and associated sub-committees
- Facilitate communication and processes/procedures with advisors serving PEP programs
- Lead initiatives affecting all teacher preparation programs such as proposals for a program fee, updates and revisions to catalog language (e.g., clarification of GPA, major courses, and program requirements), completion of course fee and audit process for 19 student teaching courses
- Lead initiatives that support all advanced education programs such as the development and administration of Exit, Alumni, and Employer Surveys
- Serve on the NAU Academic Compliance Steering Committee and complete required work for COE and PEP programs related to federal regulations for licensed programs

Enrollment Trends for Initial Teacher Preparation (ITP) Programs

Subject Areas	Fall 2019	Fall 2020	Fall 2021
Elementary	929	969	927
Special & Elementary Education	365	339	292
Early Childhood	39	18	19
Early Childhood & Special Education	94	110	104
Special Education Mild/Moderate Disabilities	37	51	40
Art, Music, English, Global Languages, History	533	553	496
Science, Math, Physical Education	185	162	135
TOTAL	2,182	2,202	2,013

Graduation Trends for ITP Programs

Subject Areas	FY 2019	FY 2020	FY 2021
Elementary	286	297	269
Special & Elementary Education	110	108	93
Early Childhood	30	19	10
Early Childhood & Special Education	9	8	5
Special Education Mild/Moderate Disabilities	5	8	20
Art, Music, English, Global Language, History	90	103	98
Science, Math, Physical Education	34	38	23
TOTAL	564	581	518

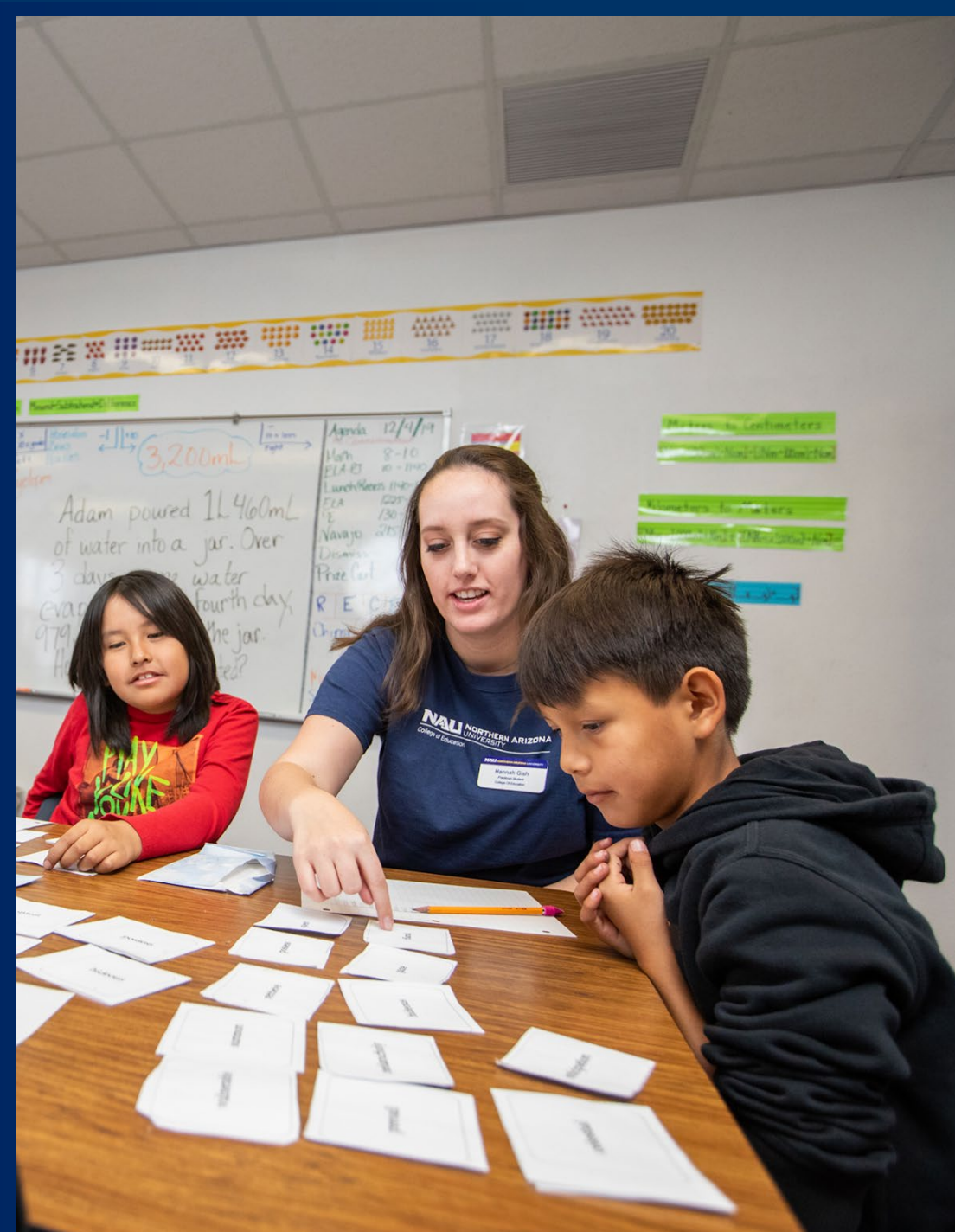# Enrollment Trends for Advanced Professional Education (ADV) Programs

Subject Areas	Fall 2019	Fall 2020	Fall 2021
ESL and Bilingual Education	69	87	60
EDL Principalship	296	278	228
EDL Superintendent	176	171	74
Counseling & School Counseling	49	67	50
Combined Counseling & School Psychology	23	27	27
School Psychology	79	53	54
TOTAL	710	723	493

Graduation Trends for ADV Programs

Subject Areas	FY 2019	FY 2020	FY 2021
ESL and Bilingual Education	21	33	30
EDL Principalship	140	137	140
EDL Superintendent	38	15	15
Counseling & School Counseling	16	5	39
Counseling & School Psychology	0	0	5
School Psychology	8	40	16
TOTAL	220	230	245

Student Teaching

- Oversee placements for approximately 600 student teachers annually involving multiple communications with school/district liaisons, principals, teachers, and student teachers; typically 750+ placements needed given degree programs requiring dual placements

- Process stipend payments for approximately 750+ Cooperating Teachers

- Schedule approximately 230 student teaching course sections annually

- Serve as the primary instructor for 19 student teaching courses including building and managing the associated BbLearn course materials

- Provide an orientation and preparation materials for 600 student teachers annually

- Hire and manage approximately 75 University Supervisors

- Conduct annual training for University Supervisors and online training for Cooperating Teachers

- Monitor student teaching progress throughout semester and intervene when alerts occur to provide remediation or other supports as needed

- Implement checks to ensure successful completion of student teaching requirements

- Complete associated data reporting of enrollment, placements by school/district, and signature assignment data

- Obtain and maintain affiliation agreements for out of state districts and schools and support implement for requests from NAU Contracts (e.g., COVID survey to affiliates)

- Maintain student teaching records in order to issue state Institutional Recommendations with proper documentation for teacher preparation graduates

- Coordinate annual Teacher Career Fair & Interviews

- Verify records to complete out of state licensure forms for graduates

Student Teaching (ST) Placements: Fall 2021 & Spring 2022

Fall 2021

- **Total Number of Student Teaching (ST) Candidates: 230**
  - Total Number of COE ST Candidates: 165
  - Total Number of Secondary ST Candidates: 65
- **Total Number of Placements (due to dual placements): 317**

Spring 2022

- **Total Number of Student Teacher Candidates: 405**
  - Total Number of COE ST Candidates: 330
  - Total Number of Secondary ST Candidates: 75
- **Total Number of Placements (due to dual placements): 504**

Student Teaching (ST) Placements: Fall 2020 & Spring 2021

Semester	N Total Placements	N AZ Public School District Placements	N Charter School Placements	N Private Schools/Preschool Placements	N DoDDS Placements	N Out of State Placements
Fall 2020 (1207)	307	268	17	5	0	17
Spring 2021 (1211)	401	338	35	12	0	16

For Fall 2020, the n AZ public school district placements represent working with n AZ public school districts.

For Spring 2021, the n AZ public school district placements represent working with n AZ public school districts.

Assessment Support and Data Collection

- Develop and maintain quality assurance system for initial teacher preparation and advanced professional education programs including administration of common instructional modules and instruments such as the Professional Dispositions Module, Exit Survey, student teaching observation instrument (NIET Aspiring Teacher Rubric), etc.

- Support programs in meeting university degree program assessment requirements related to Higher Learning Commission accreditation

- Provide assessment and data reporting support for program review through state or Specialized Professional Associations including maintaining report files in SharePoint, updating files 3 times per year with signature assignment or other data for review and analysis by faculty

- Oversee the CAEP Self-Study writing and evidence collection process to ensure initial and advanced standards are being addressed and ongoing work and data are documented in the annual accreditation report as well as the self-study report due every 7 years

State Approval, Accreditation, & Federal Reporting

- Work in collaboration with the Institutional Research and Analysis office to complete required, annual federal reporting (Title II Reports) and accreditation reporting (also used for state approval)

- Work on behalf of NAU's licensed education programs to meet federal academic compliance regulations related to NC SARA and 2019 revisions to Federal Regulations

- Serve as liaison to Arizona State Board of Education and Arizona Department of Education for EPP meetings, responding to changes related to certification requirements or procedures, requests for information such as enrollment, how new rule requirements have been implemented, or how ethics are addressed, as well as addressing issues related to issuing and processing of Institutional Recommendations

- Lead efforts in conjunction with ASU and UofA to advocate on behalf of students and programs when issues arise such as school closures occur or new certifications are developed such as the Student Teaching Intern Certificate

- Monitor Arizona State Board of Education agendas/meetings and work with NAU's legislative affairs office regarding submitting official advocacy letters related to changes to rule language that impact education programs leading to state licensure
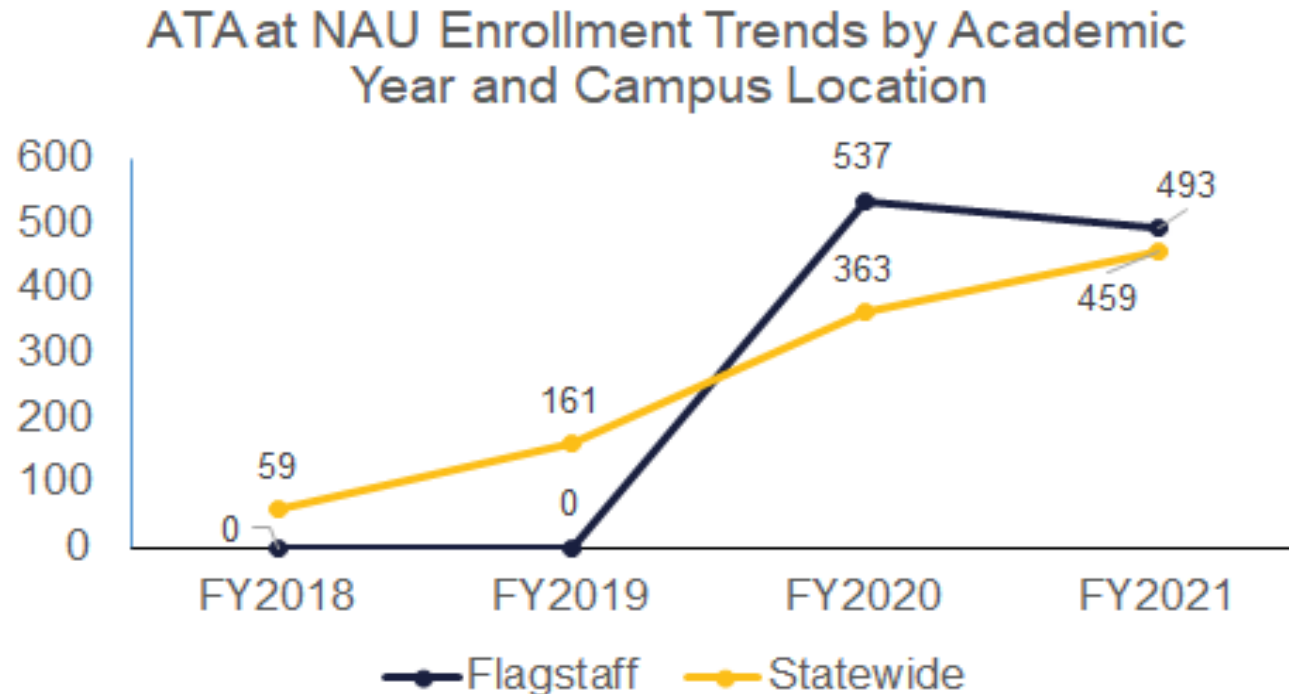
AZ Teachers Academy

- Facilitate the development and implementation of policies, procedures, and timelines for the large scale roll out of the ATA @ NAU with appropriate departments

- Advocate for additional funds and appropriate programs based on legislative guidelines

- Communicate ATA program details with students, advisors, staff, and faculty through email and webinars

- Address ongoing inquiries from students

- Work in collaboration with the Office of Financial Aid & Scholarship and Student and Department Accounts to post agreements to student accounts, award scholarships, and address associated financial issues

- Support the Arizona K12 Center with efforts to connect with student teachers/graduates for mentoring/induction services

- Develop and maintain daily reports related to the ongoing management of the ATA program, managing the ATA student group within PeopleSoft, and responding to ABOR data requests and required, annual ATA state reporting (ATA Annual Reports)

- Support processing of ATA agreement forms for approximately 950 participants as well as associated reporting

Overall Impact of Arizona Teachers Academy (ATA) at NAU

There has been significant growth in the numbers of students that are part of the ATA at NAU

ATA at NAU Enrollment Trends by Academic Year and Campus Location

Subject Areas*	FY 2021 ATA Enrollment	FY 2021 Total Program Enrollment	Percentage of Enrolled Candidates in ATA at NAU
Art, Music, English, Global Languages, History	164	553	30%
Science, Math, Physical Education	70	207	34%
Other Secondary Subject Matter	5	6	83%
Early Childhood, Elementary	466	1,039	45%
Early Childhood & Special Education	34	110	31%
Special & Elementary Education	170	339	50%
Special Education Mild/Moderate Disabilities	43	51	84%
TOTAL	952	2,305	41%

Other Roles & Responsibilities

- Analyze federal teacher shortage reports annually to determine NAU programs that are eligible for the TEACH Grant; collaborate with Office of Financial Aid and Scholarships to troubleshoot issues
- Support fundraising development efforts
- Conduct research related to assessment, accreditation, and teacher preparation
- Facilitate communication and work with NAU Yuma related to Title II Reporting, Data Management System, and degree offerings
- Address ongoing inquiries from students related to initial teacher preparation and advanced professional education programs typically in relation to central data collection instruments, student teaching, as well as ATA

Contact Information

Professional Education Programs

928-523-7246 | PEPAdministration@nau.edu

Websites

Main website: https://nau.edu/pep

Assessment Data: https://nau.edu/pep/assessment-data

ATA: https://nau.edu/coe/arizona-teachers-academy

PEP Application Steps: https://nau.edu/pep/pep-application-steps/

Program Evaluation – Annual Reporting Measures: https://nau.edu/pep/program-evaluation/

Student Teaching: https://nau.edu/pep/student-teaching/

Validity Inquiry Process - Performance Assessments: https://nau.edu/pep/quality-assurance-system/