

Job Description

Position Title: Academic Director of Education

Job Family: Academic Affairs

Job Level: Director

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Academic Director of Education is responsible for leading and directing strategic planning, administration, and coordination of the College's Education Programs, which include Early Childhood Education degrees and certificates, Baccalaureate Education degrees and certificates, and Post-Baccalaureate Education degrees and certificates; ensuring excellence in all aspects of the operation of the programs; and directing and leading special projects and initiatives assigned by the programs' dean, including all Arizona Department of Education (ADE) and National Association for the Education of Young Children (NAEYC) program accreditations.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs the activities of the department. Plans, coordinates, and evaluates programs, projects, processes, procedures, systems, standards, and service offerings.
2. Develops programs and courses to meet upcoming needs and industry trends. Contributes to the consistency of the overall mission and vision of the College by providing sound instructional programs and student support services.
3. Supervises faculty and staff, prioritizes and assigns work, and conducts performance evaluations. Makes hiring, training, termination, and disciplinary recommendations. Provides leadership and team development for staff.
4. Makes data driven decisions based on community needs assessments to design Education curriculum. Develops curriculum road maps for course development to ensure curriculum relevancy and quality.
5. Coordinates workforce, dual enrollment, and credit and non-credit efforts.
6. Ensures compliance with federal, state, and local laws, regulations, codes, and standards.
7. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of project management principles, processes, and techniques
- Knowledge and application of various instructional methodologies
- Skill in budget/resource management

- Skill in people leadership and supervision
- Skill in team building
- Ability to adapt to a rapidly changing technical environment
- Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education or a closely related field of study required
- Master's degree in Education or a closely related field of study preferred.
- Five (5) to eight (8) years of experience managing Education programs and external accreditations.
- Eight plus (8+) years of related experience preferred.
- Three (3+) years of supervisory experience.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours