

## Director, Teaching & Learning Center

**FLSA Status:** Exempt

**Pay Grade:** 18

**Job Title ID:** 204502

**Job Series/Job Family:** Workforce Education & Business Development Series / C.E. Teacher Certification Family

### Reports To

Executive Dean, Continuing Education

### Job Purpose

To oversee and implement the teacher certification program within Continuing Education; develop and provide teacher related courses such as Childcare, Substitute Teaching, Teacher Professional Development, and Certification of teachers in accordance with state regulations and standards.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Oversees, implements, markets, and evaluates the Teacher Certification Program; ensures the effective coordination of Teacher Certification activities and compliance with all applicable regulatory requirements.
2. Coordinates Continuing Education for Teachers activities including weekly director meetings, twice yearly retreats, and other meetings as required.
3. Oversees financial reporting and budget.
4. Provides facilitation in relation to teacher courses, instructors, supervisors, and interns; revises courses to reflect teacher career demands; ensures appropriate instructors/supervisors are interviewed and trained; ensures all interns are evaluated and when necessary intervenes to address issues.
5. Hires, supervises, trains, evaluates, and monitors staff to ensure workflow efficiency and compliance with all relevant policies and regulations.
6. Networks with school districts, state agencies, community colleges, and professional associations to ensure program growth, quality, and recognition; liaises with various ACC departments to support the success and growth of the program.
7. Oversees curriculum development activities; monitors program quality feedback from students, instructors, and state agencies and incorporates necessary design and revision changes.
8. Coordinates the Consortium of Opportunities for Learners (COOL) Department of Education, Transition to Teaching Grant including development, public relations, marketing, reporting, networking, and solicitation of community college partners.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Education and training program administration.
- Teacher training and education needs.
- Local, state, and federal regulations pertaining to teacher certification.
- Instructional aides and required educator training.
- Teaching grants.
- Budget development and monitoring processes.

- Supervisory principles, practices, and methods.

## **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

### ***Required***

- Maintaining an established work schedule and flexibility to oversee programs at various hours as required.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Overseeing all aspects of teacher certification programs.
- Managing and administering continuing education programs, budgets, and financial reporting.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

## **Computer Skills**

### ***Required***

- Demonstrated proficiency using standard office software applications.

## **Physical Requirements**

### ***Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard work environment.

## **Work Experience**

### ***Required***

- Three years teaching experience, including one year supervisory work experience.

### ***Preferred***

- Work experience in managing in a higher education academic environment.

## **Education**

### ***Required***

- Bachelor's degree in Education.

### ***Preferred***

- Master's degree in related field.

## **Licenses/Certifications**

### ***Required***

- State of Texas Teaching Certificate.

## **Safety**

### ***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.