

San Joaquin Valley College
Job Description

Job Title: Director of eLearning Operations
Department: Administration
Reports To: Chief Operating Officer
Classification: Full-time, Exempt
Evaluation Form: Campus Director (CD)

Summary: The Director of eLearning Operations is responsible for the quality, efficiency and successful day-to-day operation of the Admissions, Financial Aid, Student Services and Career Services elements of the eLearning modality. The position requires exceptional management skills, demonstrated leadership ability, strategic thinking, problem solving and a demonstrated ability to produce results.

Essential Duties and Responsibilities:

- Lead teams to achievement of operational targets
- Recruit, hire and train managers, admissions representatives, career service advisors and related staff
- Design, implement and improve work flows, sales, services and placement processes
- Provide quality eLearning modality operations
- Contributes to outcome discussions at the campus, program and institution levels
- Performs other duties as assigned

Supervisory Responsibilities: Manages subordinate supervisors who supervise employees in the admissions, financial aid, student services and career services departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies:

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Communications – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies:

Visionary Leadership – Displays passion and optimism; inspires trust and respect; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.

Business Acumen – Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

Results Oriented – Achieves results within established timelines; understands and demonstrates that intentions, activities, and results are not the same; expects that obstacles will occur and refuses to accept favorably those who seek to justify poor results [by describing intentions or activities, who get derailed by obstacles and fail to take effective steps to avoid or overcome them, and /or who frequently miss deadlines without giving prior warning].

Innovative Thinking – Looks for new and innovative approaches that will improve efficiency; embraces and champions new ideas and encourages others to do likewise; recognizes and rewards people and teams who are creative and innovative.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Baccalaureate degree with a Master's degree preferred; 5+ years' experience in successful sales and operations management; project management experience with demonstrated ability in strategic thinking, problem solving and team building.

Language Skills – Ability to read, analyze and interpret financial reports; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as correlation, causation and trend analysis; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook; and master proprietary software used in student records.

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College

Job Description

Job Title: Corporate Director of E-Learning Curriculum & Instruction

Department: Online

Reports To: Vice President of Instruction and Student Success

Classification: Full-time, Exempt

Evaluation Form: ELCI (eLearning Curriculum & Instruction)

Summary: The Corporate Director of E-Learning Curriculum & Instruction is responsible for developing, implementing and delivering E-Learning curriculum for students attending programs with an E-Learning modality component while managing the instructional needs to support the modality.

Essential Duties and Responsibilities:

- Recruits, trains, develops and evaluates the E-Learning design team and instructors in accordance with established policies.
- Develop a course production framework that is flexible and dynamic to allow for changes in technology, student/faculty expectations and changes to pedagogy, new curriculum, maintenance and improvement.
- Develop and maintain a course design model that reflects best practices in the delivery of higher education degree and certificate programs and uses known instructional design models, e.g. ADDIE.
- Define the components of a course including an overview, syllabus, learning outcomes, course content, mastery activities, and interactive activities.
- Incorporate ongoing Assessment of Student Learning Outcomes and plans for ongoing continuous improvement into the course design.
- Supervises instruction to ensure the integrity of educational programs through weekly classroom observations.
- Coordinates faculty teaching schedules.
- Builds capacity of team members through ongoing professional development.
- Participate in regularly scheduled program reviews and curriculum conferences.
- Oversee positioning of the Learning Management System (LMS).
- Manage a program/course development schedule and budget to meet the needs of the institution.
- Employ a variety of E-Learning modalities to include fully online programs/courses, hybrid and blended learning, and web-assisted learning.
- Serve as an advocate and evangelist for E-Learning throughout the institution.

Supervisory Responsibilities: Manages E-Learning instructional design and instruction teams comprised of E-Learning Course Developers, E-Learning Instructional Technologist, E-Learning Course Technician, and Instructors. The Corporate Director of E-Learning Curriculum & Instruction is responsible for the overall direction, coordination, and evaluation of these functions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity: Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability: Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Leadership: Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; able to build morale and group commitment to goals and objectives.

Training and Development: Ensures that staff members get a sufficient amount of orientation, training, and development opportunities to maximize their chances of being successful in their assignments; views training and development as an investment in employees and uses mentoring, cross-functional assignments, job rotation or other on-the-job learning opportunities to enhance the depth and breadth of skills and experience; encourages self-development opportunities.

Results Driven: Achieves results within established timelines; understands and demonstrates that intentions, activities, and results are not the same; expects that obstacles will occur and refuses to accept favorably those who seek to justify poor results [by describing intentions or activities, who get derailed by obstacles and fail to take effective steps to avoid or overcome them, and /or who frequently miss deadlines without giving prior warning].

Change Management: Develops workable implementation plans; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Must possess a minimum of a Master's Degree in Education or Curriculum and Instruction or related field. Must have successful record of leadership in higher education curriculum

development including at least eight to ten years of relevant experience required. The ideal candidate will have 7 - 10 years of progressive supervisory experience working in a high volume production environment supervising a team of SMEs, Course Developers, Instructional Technologists, and other support staff. Experience with D2L or one of the leading LMS systems is required.

Language Skills – Ability to read and comprehend instructions, correspondence and memos; ability to write correspondence; ability to effectively present information in one-on-one and group situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access, and Outlook.

Other Qualifications:

- Must have thorough knowledge of the SJVC policies and procedures related to students and the education process.
- An understanding of the private sector of higher education, to include an understanding of basic business management concepts and extensive experience and insight into the E-Learning space.
- Experience and knowledge in the design, development, implementation, and maintenance of E-Learning programs or courses.
- Knowledge and understanding of Title IV regulations.
- Ability to multi-task in a fast paced environment.
- An ongoing customer focus.
- The highest levels of integrity at all times.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Director of Student Services
Department: Academic Affairs
Reports To: Vice President of Academic Affairs
Classification: Full-time, Exempt
Evaluation Form: AAL - Academic Affairs Leadership

Summary:

Under the immediate supervision of the Vice President of Academic Affairs, the Corporate Director of Student Services directs the execution of student services, policies and procedures related to student success and retention strategies. Working closely with the Deans of Student Services, Database Administrator and Registrars, this position provides leadership and functional oversight towards providing effective student services and enhanced opportunities for student success.

Essential Duties and Responsibilities

1. Evaluate and audit new student onboarding experience, including New Student Orientation and First Module Success rates
2. Identify “at-risk” student groups and develop early intervention programs to serve this population
3. Analyze student performance data necessary for developing evidence-based retention strategies
4. Partner with campus leadership to identify and leverage campus opportunities to improve retention throughout the student life cycle
5. Provide training, resources, coordination, and support to campus leadership
6. Evaluate and audit policies and procedures related to student success to ensure academic quality and effectiveness of student services
7. Develop and drive student services strategies and initiatives that directly support the College’s strategic plan to improve graduation and placement rates
8. Conduct research and analysis of industry practices in the public, private, and for-profit sectors in student advising and retention including BPPE, WASC and Programmatic Regulations
9. Perform other duties as assigned

Supervisory Responsibilities:

Provides technical oversight and indirect supervision of the Deans of Student Services, Database Administrator and Registrars in executing the provision of student services and policies related to retention and academic success. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; addressing complaints and resolving problems.

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Leadership - Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; able to build morale and group commitment to goals and objectives.

Training and Development – Ensures that staff members get a sufficient amount of orientation, training and development opportunities to maximize their chances of being successful in their assignments; views training and development as an investment in employees and uses mentoring, cross-functional assignments, job rotation or other on-the-job learning opportunities to enhance the depth and breadth of skills and experience; encourages self-development opportunities.

Results Driven - Achieves results within established timelines; understands and demonstrates that intentions, activities, and results are not the same; expects that obstacles will occur and refuses to accept favorably those who seek to justify poor results [by describing intentions or activities, who get derailed by obstacles and fail to take effective steps to avoid or overcome them, and /or who frequently miss deadlines without giving prior warning].

Change Management - Develops workable implementation plans; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Must possess a minimum of a Master's Degree. Must have a minimum of three years of teaching and/or student service experience.

Language Skills – Ability to read and comprehend instructions, correspondence and memos; ability to write correspondence; ability to effectively present information in one-on-one and group situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access, and Outlook.

Other Qualifications: Must have thorough knowledge of the SJVC policies and procedures related to students and the education process.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Institutional Research Analyst
Department: Information Systems
Reports To: Director of Information Management
Classification: Full-time, Non-Exempt

Summary: Provides leadership and performs all necessary functions related to the collection, interpretation, and use of institutional data for planning, assessment, and decision making. Facilitates access to information maintained in the college's administrative/student information system to support college operations and monitor key institutional indicators, ensuring the integrity of data/information released in reports or studies, and providing data analysis, reporting, or research as needed to support institutional objectives.

Essential Duties and Responsibilities:

- Establishes, administers, and coordinates the college's institutional research activities including collecting, analyzing, interpreting, and reporting information on the characteristics of the college for use in decision making.
- Creates and presents dynamic reports and data sets, including descriptions of analytical methods used and narrative of findings
- Utilize accurate statistical procedures and sampling techniques to ensure high levels of confidence and reliability in all areas of reporting. Recommends changes to the report development team to improve the effectiveness of reports.
- Collect and interpret statistical data regarding enrollment, matriculation, assessment, evaluation, demographics, student outcomes, and other related strategic and operational measures.
- Coordinate with stakeholders and administer development and reporting of internal and external surveys
- Prepare reports for college personnel and state/federal agencies to fulfill compliance regulations and requirements. Monitors the overall integrity of data, complying with state and federal requirements.

NOTE: Employee may be asked to perform job-related tasks other than those specifically stated in this description. The duties and responsibilities are carried out in a manner that is consistent with the mission, values and operating principles of San Joaquin Valley College.

Supervisory Responsibilities: This position has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies:

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills -Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Bachelor's degree (B.A.) in statistics, mathematics, economics or social/educational research from four-year accredited college or university; 3 - 5 years related research and or analysis experience and/or training; or equivalent combination of education and experience commensurate with the requirements of this position.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors; excellent interpersonal, analytical, and communication skills are critical

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access, and Outlook; have the ability to master proprietary software used in student and employee records and have the knowledge and ability to engineer and network proprietary software and equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually moderate.

San Joaquin Valley College

Job Description

Job Title: Vice Provost
Department: Academic Affairs
Reports To: Provost/Vice President of Academic Affairs
Classification: Full-time, Exempt
Evaluation Form: AAL (Academic Affairs Leadership)

Summary: Under the direction of the Provost/VPAA, the incumbent is responsible for recruitment, on-boarding, professional development, and mobility determination for employees. The incumbent is responsible for all aspects of accreditation compliance.

Essential Duties and Responsibilities

- Develops and implements plan for accreditation compliance
- Supports strategic accreditation initiatives
- Designs and executes talent strategies and processes: performance management, succession planning, and leadership development
- Supports implementation of leadership and management competencies through consultation and training
- Produces, monitors and analyzes key metrics to measure and assess the effectiveness of faculty and academic leadership acquisition and management

Supervisory Responsibilities: Manages the accreditation and compliance team and is responsible for the overall direction, coordination, and evaluation of the team's functions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity: Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability: Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Results Driven: Achieves results within established timelines; understands and demonstrates that intentions, activities, and results are not the same; expects that obstacles will occur and refuses to accept favorably those who seek to justify poor results [by describing intentions or activities, who get derailed by obstacles and fail to take effective steps to avoid or overcome them, and/or who frequently miss deadlines without giving prior warning].

Leadership: Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; able to build morale and group commitment to goals and objectives.

Training and Development: Ensures that staff members get a sufficient amount of orientation, training, and development opportunities to maximize their chances of being successful in their assignments; views training and development as an investment in employees and uses mentoring, cross-functional assignments, job rotation or other on-the-job learning opportunities to enhance the depth and breadth of skills and experience; encourages self-development opportunities.

Change Management: Develops workable implementation plans; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Must possess a minimum of a Master's, with an emphasis in education administration, accreditation and leadership development. The ideal candidate will have an advanced degree and 5+ years of experience.

Language Skills – Ability to read and comprehend instructions, correspondence and memos; ability to write correspondence; ability to effectively present information in one-on-one and group situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access, and Outlook.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.