

Carrington College

Job Description

Job Title: Assistant Program Director
Reports To: Program Director
Classification: Full-time, Exempt

Summary: The Assistant Program Director will provide leadership in the specific program and will contribute to meeting educational outcome goals and growth through the proper management of the college's resources. The Assistant Program Director ensures curricula are current and consistently delivered in an environment and manner conducive to learning in accordance with College objectives.

Essential Duties and Responsibilities:

- Provides instruction for theory and clinical courses
- Assist the Program Director in managing the scheduling and execution of two PAC meetings per year per program with meeting the minimum requirements of participation of at least 5 external members.
- Along with the Program Director, responsible for ensuring that LOA/NSTO, grade changes, and schedule changes are submitted timely and according to policy.
- Support the Program Director in managing academic reporting to support student achievement strategies
- Assist the Program Director in scheduling classes adhering to student to staff ratio requirements, ensuring adequate coverage, and staffing efficiency.
- Support the Program Director in improvement of faculty turnover over prior year
- Meet Student Satisfaction Survey participation goals and support student initiatives and engagement to improve overall student satisfaction.
- Meet program completion rate goals
- Assist the Program Director in ensuring EOC surveys are completed, exported, and analyzed with the faculty for each course each term.
- Execute new faculty orientation and mentoring initiatives
- Maintain and support faculty development initiatives
- Review and maintain Canvas course shells and syllabi for consistency and standardization
- Role model best practices and use of current evidence in teaching and learning
- Ensure all program policies are implemented in a consistent manner across the program
- Sit as an ex-officio member of program committees and provides input for policy revision or development that impacts program outcomes
- Collaborate with internal resources in identifying and obtaining clinical partnerships and sites for clinical placements
- Assist the Program Director in managing faculty through documentation of monthly one on one's, quarterly MAP sessions, training and professional support on policies, processes, and procedures and assigned programs ensuring optimal performance.
- Participate in meetings that promote student success and persistence including SOAR, and program meetings
- Ensure all academic strategies are adhered to support the academic continuity across the program including end of course surveys, SLOs, and other academic expectations.
- Accurately manage the Satisfactory Academic Progress process from tracking, documentation, and student advisement.
- Provide academic advisement to address student academic issues and concerns that align with academic and programmatic standards
- Assist the Program Director in conducting and maintaining documentation of annual inventory of resources on the Standard Equipment List (SEL)

- Meet monthly attrition rate goal (beginning of month population)
- Meet persistence goal
- Meet Leave of Absence/NSTO goal
- Meet re-entry goals for drops for calendar year
- Assist the Program Director in coordinating, conducting, and documenting program meetings each month
- Support the Program Director in managing program review process through implementation
- Actively and consistently participates in Curriculum/Compliance calls along with the Program Director
- Assist the Program Director in accurately managing orientation to support new faculty and student transitions
- Assist the Program Director in conducting LEOs a minimum of two times per year per instructor and providing feedback to address any needed areas of faculty growth
- Support the Program Director in ensuring grades and SLOs are completed, exported, and analyzed with the faculty for each course each term.
- Manage the continuous quality improvement process for program excellence according to program review and accreditation standards and criteria.
- Maintain current knowledge of programmatic accreditation standards
- Assist the Program Director in managing and documenting accreditation and state board initiatives related to student achievement standards including compliance with standards
- Assist the Program Director in managing the preparation process required for accreditation visits within outlined deadlines
- Follow regulatory alert process with senior leaders and compliance
- Assist the Program Director in developing, documenting, and implementing action plans to address gaps in student outcomes and achievements, and accreditation standards shortfall

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. The Assistant Program Director also supervises student conduct in the classroom, skills lab, and at clinical sites.

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

Core Competencies:

Integrity and Ethics - 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; treats people with respect; keeps commitments; inspires the trust of others and upholds organizational values.

Professionalism – Approaches other 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; follow through on commitments.

Adaptability – Responds to change with a willingness and ability to learn new ways of working. Adapts approach and demeanor in real time to match the shifting demands of different situations.

Organization Support – Supports organizations goals and values. Is keenly aware of the time frame in which tasks or projects needs to be done; accepts and mirrors the level of urgency conveyed by the manager or customer being served; puts priority on the needs of the organization or the needs of its customers. Fosters collaboration and teamwork across the Institution.

Communication – Develops and delivers communication that conveys a clear understanding of the unique needs of different audiences. Listens to others and allows them to make their point.

Job Competencies:

Deliver Results - Consistently achieves results within established timelines and shows resilience when faced with obstacles.

Management Excellence - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for employee's activities; is accessible to staff; provides regular performance feedback; develops employee's skills and encourages growth; solicits and applies employee and student feedback; fosters quality focus in others; improves processes; continually works to improve supervisory skills. Aligns work with strategic goals.

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

Training and Development – Ensures staff members get receive orientation, training and development opportunities to maximize success 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.

Qualifications:

- Refer to Program Director requirements that are in the Minimum Academic Credentials Document for the specific program area.
- Minimum of 3 years of experience required, two of which have been as a faculty member in a professional education program and/or higher education administration.
- Experience in educational administration preferred. Experience with Web-based educational programs desirable.
- Excellent interpersonal skills. Evident leadership, management and organizational skills. High level oral and written communication skills. Ability to work with minimal supervision. Requires high level of initiative, sound judgment, and problem-solving skills.

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 stand; use hands to finger, handle, or feel; reach with hands and arms; talk; hear and speak. The employee is frequently required to walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. 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.

In some and/or all vocational classrooms, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.