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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Director,Developmental Education **STATUS:** Full-time

**DEPARTMENT:** Instruction **FLSA:** Exempt

**LOCATION:** Union Campus **LEVEL:** 205

**REPORTS TO:** VP, Instruction **DATE:** 7/01/16

**POSITION SUMMARY:** Responsible for the direction, implementation and oversight of the multidisciplinary program of study to support students in preparing for college level coursework, including coursework in core academic areas and learning support programming.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Master's degree with a major in a core academic field (English, mathematics or reading) or a master's degree in a related field, with 18 graduate credit hours in a core academic area; knowledge of NADE standards for accreditation; experience teaching developmental students.

**ESSENTIAL TASKS:**

* Work with college faculty and staff to plan, organize, schedule and coordinate coursework, learning support and services necessary for a cohesive developmental studies program.
* Manage, implement and oversee the college’s Foundation Seminar program
* Chair the college’s Retention Committee; solicit membership to support the goals of the Retention Committee.
* Coordinate learning support groups and oversee the learning community partners.
* Work with student development and academic support services, college staff, and faculty to develop and implement retention initiatives and services.
* Assist faculty in developing appropriate assessment practices in developmental education
* Manage and oversee the college’s learning community program and early alert systems
* Develop programming that aligns with the completion agenda, DHE Remediation policies and other agency best practices.
* Represent the college at MoDEC
* Schedule, oversee and implement college bridge programs in mathematics and writing
* Achieve and maintain program accreditation through NADE and/or other appropriate accrediting bodies. Maintain standards as outlined by those agencies.
* Collaborate with faculty in the various departments to develop and maintain a program of study that assures student preparation for college level coursework.
* Chair the Developmental Education Advisory Committee.
* Teach the equivalent of a three credit hour course and a section of Foundation Seminar, each semester.
* Communicate with faculty and staff as coursework, programming and support services are aligned and developed.
* Collaborate with faculty and staff to produce an annual Developmental Studies Report.
* Use best practices for programming in developmental studies as outlined in literature and research.
* Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
* Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, and standards in a safe and efficient manner, with minimal supervision.

**LEADERSHIP AND COMMUNICATION SKILLS:** Ability to respond meaningfully to the needs of individuals with respect and sensitivity; ability to exchange ideas, information, and opinions with others; ability to give instructions or assignments to others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop staff members; ability to handle personnel issues in a highly confidential manner; ability to direct, manage, or lead others; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning.

**DECISION-MAKING and ANALYTICAL SKILLS:** Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to use independent judgment and discretion; ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of college and department policies, procedures, and practices with the ability to answer work related questions; knowledge of NADE and other agency accreditation standards and their applicability to the community college; knowledge of the Family Educational Rights and Privacy Act (FERPA), and other applicable laws pertaining to employment and education; ability to present materials effectively to individual students or groups; some knowledge of ADA regulations with regards to making referrals and providing necessary accommodations. Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change; skill in budget development and management; ability to prepare and analyze financial reports; ability to handle confidential material judiciously; ability to work accurately and efficiently in a fast paced environment with frequent interruptions; ability to use independent judgment and discretion; ability to manage multiple projects.

**EQUIPMENT AND SOFTWARE:** Utilizecurrent College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** (*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.)*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; some work is performed in classroom, extended periods of time viewing computer monitor or standing; may require adjustment of schedule to include some evening and/or weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** None

**Signatures:** I have read and reviewed the above job description with my immediate supervisor.

Employee Signature/Date Supervisor Signature/Date

**DISCLAIMER:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

**NOTICE OF NON-DISCRIMINATION:**  *Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or* ***hrnotice@eastcentral.edu****.*