



Director of Professional Education Services

Job Title:	Director of Professional Education Services	FLSA Status:	Exempt
Department:	Education	Reports To:	MTEC Executive Director
FTE:	1.0 FTE (40 hours/week)	Deadline for Submission:	June 21, 2019

Summary

This position provides leadership, oversight, and direction to the MTEC alternative teacher certification program as well as leads and manages special education programs.

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

- A Master's degree in Education or Higher Education Administration is required. Administrative Leadership, or Adult Education from a four-year college or university.
- Current and valid Wisconsin Teacher (Tier II or above) or Administrator license preferred.
- At least five years of related experience in a college or university or a minimum of five years of experience as a teacher or administrator in a K-12 school setting is required.
- Urban teaching experience strongly preferred.

Skills

Strong verbal and written communication skills and familiarity with complex administrative systems are required. The ability and willingness to learn certification processes, alternative program teaching requirements, and related assessment reports, for the state of Wisconsin are required.

Ability to read and analyze professional journals, operating procedures, and governmental regulations. Ability to write reports, procedure manuals/guides, and training materials. Ability to effectively communicate with managers and other employees of the organization. Bilingual capabilities welcome.



Ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required. Knowledge of the operation of University and school district partners support units and academic departments is preferred. Knowledge of University and school district partners policies and procedures is preferred. Knowledge of teacher certification requirements in Wisconsin is preferred.

Essential Duties and Responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as upper management may deem necessary or assigned.

- Execute, implement, evaluate, and improve all aspects of MTEC's teacher certification and professional development programs.
- Ensure all programs are compliant with state Department of Public Instruction requirements
- Manage, Recruit, hire, train, and supervise staff in the education department, to advance MTEC in the local, state and/or national level.
- Develop and maintain relationships with higher education partners, area school district administrative personnel, and Wisconsin Department of Public Instruction to address teacher shortages, professional development needs, and teacher quality.
- Employ measures to address the overall quality of the teacher certification program with attention to the program processes (i.e. program agreement, breaches of professional practice, improvement plans, Mentor notes, Assessor evaluations, etc).
- Coordinate and communicate with MTEC personnel coordinators (i.e. application process, Praxis tests, DPI initiatives and DPI reports, licensing, edTPA, and district requirements).
- Respond to/address goals for the DPI Continuous Review Process
- Develop and implement staff professional development in conjunction with education department staff
- Develop and implement professional development and partnership proposals with local, state, and national entities to advance the work of the organization.
- Support grant writing and reporting as needed.
- Develop and manage annual department budgets.
- Analyze, evaluate and address program quality, including communication of program data to stakeholders.
- Organize and innovate using current technology systems.



Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

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 and talk or hear. The employee frequently is required to use hands to finger, handle, or touch objects, tools, or controls. The employee is occasionally required to stand and walk. Should be able to lift 25 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

MTEC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at MTEC are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social, or ethnic origin or sex, age, physical, mental or sensory disability or sexual orientation. MTEC will not tolerate discrimination or harassment based on any of these characteristics. MTEC encourages applicants of all ages.