Assistant Director, Professional Experiences  
(Job Number: 66193BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>West</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Scope of Search</td>
<td>Open</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>Depends on Experience</td>
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<td>Closing Date</td>
<td>TBD</td>
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| Job Description   | The Next Education Workforce starts with the conviction that, if we’re not getting the workforce or the learning outcomes we want, we need to redesign the profession, the workplace and how we prepare people for both.  
In Mary Lou Fulton Teachers College, we partner with schools and organizations to:  
1. Provide all students with deeper and personalized learning by building teams of educators with distributed expertise and  
2. Empower educators by developing new opportunities for role-based specialization and advancement.  
Reporting to the Division Director of the Division of Teacher Preparation, the Associate Director of Professional Experiences will lead a dynamic team charged with working with schools, districts and community partners to provide all educators with professional (i.e., clinically embedded) experiences that support broader educational outcomes, and promote excellence, equity and diversity. The Associate Director of Professional experiences will directly supervise a team that includes approximately 15 full-time employees and a few student workers.  
The successful candidate will lead effectively on both the strategic and the operational levels. They will be a professional who can develop and implement both the strategy and the supporting tactics to achieve measurable SMART goals. The role requires a mix of interpersonal acumen and analytical business skills. The ability to manage and analyze placement funnels is essential, as is the ability to make and explain data-driven decisions about resources and initiatives. This individual will be skilled at building relationships both internally and with district, school and community leadership, and will be a persuasive public speaker and communicator who can build trust and strong relationships. The ability to operate successfully and with poise in a complex, matrixed organization is essential. Professional knowledge of the field of K-12 education is desirable.  
This role will involve: (1) overseeing a team that coordinates internships and residencies conducted by undergraduate and graduate students enrolled in the college’s degree programs; (2) development of systems for collection, analysis and dissemination of data for the purpose of continuous improvement of professional...
experience systems; and (3) working with schools and districts to identify and develop Next Education Workforce professional experiences opportunities and support the integration of external partnership work.

**Minimum Qualifications**

Bachelor’s degree in a field appropriate to the area of assignment AND seven (7) years of related administrative experience, which includes four (4) years of supervisory experience; OR, eleven (11) years of related administrative experience, which includes four (4) years of supervisory experience; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Experience in teaching and leading:
  - Experience teaching and leading in PK-12 environments
  - Experience building and supporting networks of stakeholders (move under skillful communication and relationship building)
- Experience managing change:
  - Experience leading change management at the unit level (e.g., a school, a large team) and/or systems level (e.g., a district, an organization)
- Experience in skillful communication and relationship-building:
  - Demonstrated qualities of negotiation such as persuasion, planning, and strategizing
  - Evidence of the ability to foster sustained relationships and partnerships both internally and externally, across all management levels, and with diverse stakeholders
- Experience in planning, problem-solving and decision-making:
  - Experience supporting stakeholders in solving problems, building consensus, prioritizing and making decisions
- Experience using data-driven decision making
  - Ability to use data to drive continuous improvement

**Working Environment**

- Most activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse
- Required to stand for varying lengths of time and walk moderate distances to perform work.
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds.
- Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.
- May be required to perform tasks in the field within and/or across University campuses.
- Clearly communicate to perform essential functions.

**Essential Duties**

- Oversee a team to implement an effective internal infrastructure to support and coordinate high quality professional experiences and community engagement with meaningful impact.
- Create authentic, meaningful two-way partnerships with our school districts, charter schools, and other local agencies.
- Plan and develop project scope, deliverables and timelines.
- Develop and deploy a systemic framework to ensure a positive, productive and efficient working and learning environment.
- Implement change management strategies and plans that maximize employee adoption and commitment.
- Demonstrate commitment to equity and inclusion.
| **Department Statement** | ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 6,600 educators annually.  
MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy.  
MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.  
MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.  
MLFTC values our cultural and intellectual diversity and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of the academic community. |
| **ASU Statement** | Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.  
ASU is a tobacco-free university. For details visit [https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco](https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco)  
Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.  
Notice of Availability of the ASU Annual Security and Fire Safety Report  
In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.  
Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/relocation-services](https://cfo.asu.edu/relocation-services). |
<p>| <strong>Employment Verification</strong> | ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications. |</p>
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<tr>
<th><strong>Fingerprint Check Statement</strong></th>
<th>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</th>
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<tr>
<td><strong>Instructions to Apply</strong></td>
<td>Application deadline is 3:00PM Arizona time on the date indicated.</td>
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<td>Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.</td>
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<td>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</td>
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<td>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</td>
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<td>Only electronic applications are accepted for this position.</td>
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<td><strong>IMPORTANT NOTE:</strong> What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.</td>
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