### Assistant Director, America Reads Operations

(Job Number: 96316BR)

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<th>Campus Location</th>
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<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is a not grant funded position and is not contingent on future grant funding</td>
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<tr>
<td>Salary</td>
<td>$52,120 - $65,000 per year; DOE</td>
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<td>Close Date</td>
<td>November 3, 2023</td>
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#### Job Description

Would you like to engage with ASU students and make a positive effect on student success? Do you have excellent relationship-building skills? If you are a collaborative and student-centered professional, join our dynamic team ASU's Mary Lou Fulton Teachers College (MLFTC) is seeking a qualified, collaborative, and learner-centered individual for the role of Assistant Director, America Reads Operations.

America Reads is an academic tutoring program employing ASU students as tutors and mentors for K-8th grade children attending under-resourced schools. The Office of Community Education Services, housed within the Office of Academic and Career Success, is responsible for leading, planning, budgeting, organizing, and coordinating activities, functions and programs in accordance with priorities, time limitations, funding limitations or other specifications for the ASU America Reads program in the Mary Lou Fulton Teachers College. This includes collaborating with university staff and community partners to maintain quality experiences for America Reads student workers.

#### Essential Duties

- Manages and supervises day-to-day operations of the America Reads program and monitors team progress and activities
- Monitors human resource functions for program staff, ASU students, and community educators including recruiting, interviewing, hiring, employment, payroll, and evaluations
- Supports college efforts in developing Next Education Workforce community educators
- Supervises America Reads Team and America Reads Student Workers
- Hold weekly 1:1 and program meetings with direct reports and bi-weekly meetings with America Reads student staff to provide feedback and coaching
- Coordinates student worker hiring process with America Reads team and Community Education Services Support Specialist
- Manage job skill training and monitor mandatory training participation
- Implements and updates America Reads program policies and handbooks
- Compiles and analyzes program assessment and evaluations
- Develops program budgets and controls expenditures in accordance with budget allocations and parameters
- Maintains program logistics, alignment to state standards and best practices in program delivery
- Schedules and maintains a small fleet of vehicles, including maintenance and service from a local vendor
- Represents the college/department and serves on various department and university committees
Minimum Qualifications

Bachelor’s degree in a field appropriate to the area of assignment AND six (6) years of related administrative experience, which includes three (3) years of supervisory experience; OR, Ten (10) years of related administrative experience, which includes three (3) 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

- Knowledge of the principles and practices pertaining to the America Reads Program
- Knowledge of management and supervisory principles and practices
- Knowledge of budget management methods and techniques
- Skill in budget preparation and forecasting
- Practical work experience in K - 12 learning environments
- Knowledge of Financial Aid and Federal Work Study
- Knowledge of strategic planning principles and practices
- Knowledge of principles, concepts, and practices of organizational management
- Skill in problem solving and decision-making
- Skill in planning, analyzing and coordinating activities and establishing priorities
- Skill in effectively managing, supervising and evaluating assigned staff
- Skill in program design and development
- Skill in both verbal and written communication
- Skill in establishing and maintaining effective working relationships
- Experience working in and managing Canvas
- Valid drivers license with good driving record

Working Environment

- 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 travel moderate distances to perform work
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds
- Ability to maintain and foster good working relationships with students, staff and community partners
- Duties are also performed in the field at multiple ASU campuses and other partner organizations

Department Statement

ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 8,000 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.

Aligned with ASU’s charter, MLFTC is committed to inclusion and student success. The college’s core value of Principled Innovation connects individual
decision making with the social, cultural, emotional and educational needs of others while creating positive change for humanity.

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<th>ASU Statement</th>
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<td>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.</td>
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ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, 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).

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<td>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</td>
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<th>Fingerprint Check Statement</th>
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<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check</td>
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<th>Instructions to Apply</th>
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<td>Application deadline is 3:00PM Arizona time on the date indicated.</td>
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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.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

Only electronic applications are accepted for this position. [https://cfo.asu.edu/applicant #96316BR](https://cfo.asu.edu/applicant #96316BR)