

Director, Professional Education Services (Job Number: 98572BR)

Campus Location	Tempe or West Valley
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is a not grant-funded position and is not contingent on future grant funding.
Salary	\$67,496 - \$80,000 per year; DOE
Close Date	February 19, 2024
Job Description	<p>ASU's Mary Lou Fulton Teachers College Office of Academic and Career Success is seeking a collaborative, forward thinking, and student-centered individual for the role of Director, Professional Education Services (PES). PES connects undergraduate and graduate students in teacher certification programs to learning and career opportunities through district partnerships, and in alignment with academic requirements and student personal/professional goals.</p> <p>Reporting to the Executive Director of the Office of Academic and Career Success, the Director works closely with the Division of Teacher Preparation Leadership, program faculty, and the Next Education Workforce team to develop and maintain relationships with school districts to establish expanded placement opportunities for students in traditional and job embedded formats. This includes collaborating with K-12 HR partners to identify, operationalize, and implement traditional and job embedded learning experiences to meet academic requirements and personal/professional goals of MLFTC students, and are mutually beneficial for district partners. Additionally, the Director is responsible for establishing the strategic trajectory (long term planning) and objectives (yearly planning) for the unit.</p> <p>The Director selects, trains, and supervises employees in the department. This position works closely with other units (Academic Advising, Student Success, and Community Education Services), Marketing, Communication and Recruitment, Next Education Workforce, Academic Divisions, student organizations, faculty and staff to achieve the goals of the programs.</p> <p>This position oversees staff at both the Tempe and West campuses with required travel off campus to develop and maintain local PK-12 partnerships.</p>
Essential Duties	<p>District Engagement and Partnership Development (60%)</p> <ul style="list-style-type: none"> • Collaborates with school systems to identity meaningful field placements with particular attention to job embedded experiences • Act as a thought partner with district HR representatives to identify, develop, and implement mutually beneficial traditional and job embedded placement opportunities for students in teacher certification programs. • Recruit additional school systems to participate in the field placement and student teaching program. Maintain relationships and partnerships with currently engaged school systems and resolve issues. Negotiate field placement contracts. • Establish and maintain mutually beneficial partnerships for the purpose of creating job embedded opportunities with PK-12 schools.

	<ul style="list-style-type: none"> • Visit schools and district offices as needed to establish relationships, create new partnership agreements and develop, maintain, and strengthen existing partnership agreements. <p>Unit Leadership, Strategic Planning (40%)</p> <ul style="list-style-type: none"> • Supervises and leads staff in the provision of placement activities, retention, recruitment, and/or academic program functions to ensure needs of students are met for successful completion of placement requirements in support of academic programs and certification requirements. Includes hiring, training, mentoring and/or managing performance for direct and/or indirect reports. • Collaborates with other MLFTC leaders in support of holistic student success; works collegially with staff, faculty, students, and district partners to ensure a smooth placement experience for all parties. • Navigates complex environments with evolving priorities and communication plans, establishes and maintains effective professional working relationships. • Resolves complex issues and takes the lead on projects built around student placement support. • Acts as college/department liaison to internal and external constituents on issues related to field placements. • Responds to student questions and concerns; works with students to resolve all issues to ensure ongoing satisfaction with field placements and successful progress to completion. • Leads the strategic planning and development process for the department, including the setting of departmental goals and objectives. Socializes, collaborates, and drives the implementation of unit initiatives with a holistic understanding of the unit and college goals. • Leads and manages projects and/or initiatives aligned with departmental, college, or university priorities related to student success. • As required, represent college/department as a primary contact at college or university-level meetings, collaborate on cross-unit teams or projects, and act as course instructor/resource for faculty. • Other duties as assigned.
<p>Minimum Qualifications</p>	<p>Bachelor's degree in a field appropriate to the area of assignment AND eight (8) years of related administrative experience, which includes five (5) years of supervisory experience; OR, Twelve (12) years of related administrative experience, which includes five (5) years of supervisory experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.</p>
<p>Desired Qualifications</p>	<ul style="list-style-type: none"> • Experience working in PK-12 schools and higher education in capacities requiring relationship building, relationship management, and the creation of collaborative partnerships strongly preferred. • Experience using the Principled Innovation framework to identify, design, and implement opportunities for continued improvement of professional practice. • Demonstrated knowledge of Next Education Workforce models, including how to create effective placement practices situated within complex educational systems. • Experience in strategic planning and goal-setting utilizing a data-informed approach to planning and decision-making. Ability to translate and implement strategy into deliverable outcomes.

	<ul style="list-style-type: none"> • Experience leading in team-based environments, and the ability to apply the principles, techniques and methods of teamwork, compromise and collaboration to produce desired outcomes. • Experience in developing, promoting, and maintaining practices, policies, and procedures that emphasize equity and are inclusive of a diverse student population. • Able to regularly monitor status as well as build, assess, and evaluate program efficacy utilizing data and via technology. • Experience in accurately identify and articulate workplace problems or challenges and ability to address the challenges with reasonable and realistic solutions. • Experience in establishing and maintaining effective working relationships with peers, faculty, students, administration, district partners and other interested parties. • Exeperience working effectively in an environment subject to quickly changing priorities, and adapt to utilize new technology, practices, policies and methods. • Experience in supporting a positive organizational culture through motivation, engagement, and by creating a shared sense of accountability and vision. • Evidence of effective communication with a wide variety of university constituents, including students, staff, faculty, and college/university administrators.
<p>Working Environment</p>	<p>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. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.</p>
<p>Department Statement</p>	<p>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.</p> <p>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.</p>
<p>ASU Statement</p>	<p>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</p>

	<p>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.</p> <p>ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</p> <p>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.</p> <p>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. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.</p>
Employment Verification	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
Fingerprint Check Statement	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.
Instructions to Apply	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>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.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. #98572BR</p>