

THE CHALLENGER LEARNING CENTER OF ALASKA

Position Description



POSITION TITLE: Director of Educational Operations
Reports To: CEO
Compensation: Annual Salary/Exempt, Retirement Benefits

Description of Basic Function and Responsibilities:

Under general direction, administers operations of educational operations. Provides supervision, leadership and coordination between programs, while supporting relationships with partner organizations and programs.

Essential Duties: (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this position.)

Coordinates, plans, organizes, directs, evaluates, and provides leadership for the CLCA's educational staff, programs and services. Develops and monitors educational program budgets. Establishes and maintains procedures and policies for programs and staff. Evaluates personnel per company policy, monitors program performance in concert with performance guidelines and contractual commitments. Promotes CLCA within the community while building strong relationships with state and local educational agencies and like-minded organizations. Keeps informed of current and proposed legislation, both state and federal affecting education both formal and informal within the state of Alaska. Pursues all areas of available funds such as federal, state and foundation grants to support the activities of CLCA. Provides and maintains up-to-date and appropriate technology in all programs. Represents CLCA and participates in local, regional and State planning activities, meetings, and conferences as required and appropriate. Performs related duties as assigned.

Minimum Qualifications:

Education, Training and Experience

Certified Teacher. Possession of a master's degree is preferred with major education course work in the areas of K-14. Successful Administrative Experience preferred.

Knowledge, Skills, and Abilities

Knowledge of State and Federal laws, rules and regulations; knowledge, skills and ability to effectively select, supervise, evaluate and direct personnel; knowledge of effective methods for curriculum development and staff development; ability to research, plan, develop, operate and evaluate effective educational and workforce programs; knowledge of basic research design; knowledge and ability to develop and control an extensive budget with multiple funding sources; ability to see how separate programs compliment common outcomes and interface between those programs; ability to effectively share the programs vision with staff and community; ability to communicate and coordinate with individuals and groups; knowledge and skills to effectively organize; excellent oral and written communication skills.

Other Characteristics

Willingness to travel locally and within the state as required. This individual will interact on a daily basis with children/youth. A criminal background check will therefore be conducted on a yearly basis as a condition of employment. While performing the duties of this job, the employee may be required to stand and talk to hear and sometimes walk and sit for long periods of time. While performing the duties of this job, the employee may occasionally push or lift 70 lbs such as boxes of books and AV/VCR carts. Employee agrees to keep conversations and correspondence pertaining to CLCA confidential. Curriculum, programs/workshops developed by CLCA staff are property of CLCA and at no time are employees authorized to share or present curriculum, programs/workshops or materials to any persons or organizations without prior, written approval of CEO

Professional Development:

Professional development is offered for this position. The Challenger Learning Center of Alaska (CLCA) will cover costs associated with renewing Alaska teaching certifications. Each opportunity will be reviewed individually and must have prior approval from CEO and COO. Employee agrees to remain under the employ of CLCA for 1 year following any professional development and/or certifications obtained with CLCA funds. Employee must provide proof of completion with a C or above final grade if applicable. If the employee chooses to leave the employ of CLCA prior to the 1 year anniversary date or does not complete the course with a grade of C or better, employee will reimburse CLCA for any costs associated with the professional development.

Employee Printed Name

Authorized CLCA Representative

Title

Employee Signature

Date

Signature

Date