

SACRED HEART UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE	Academic Program Director	10-9-15
DIVISION	Academic Affairs	
DEPARTMENT	Horizons at Sacred Heart University/Farrington College of Education	
REPORTS TO	Executive Director Horizons at SHU program	
PURPOSE OF POSITION	Assist Executive Director in the management of human resources, teacher training and curriculum development. Implement and coordinate assessment tools. General administration of the summer enrichment program.	
UNUSUAL WORKING CONDITIONS	6 – 8 week summer program with weekend academy in the fall and spring Some evening board and committee meetings	

PRINCIPAL DUTIES & RESPONSIBILITIES: please list all major tasks for which position is responsible.

Work with the Executive Director (ED) and faculty to develop a strong and successful summer curriculum that is thematic, project based and helps students develop reading and math skills.

Work with faculty to identify ways to increase the quality of STEM programming offered.

Oversee student assessment and data collection, to include pre and post summer program testing in reading and math for all grades.

Assist ED with the planning of teacher training and orientation, including developing and maintaining a staff handbook.

Assist Ed with teacher observations and reviews and provide ongoing professional development

Assist the Ed in motivating staff and volunteers to work as a team by ensuring adequate program materials and other resources as required.

Work with schools to collect and share student information during the school year

Work with the Reading Specialist and faculty to design lesson plans, create student differentiated groups and individualized plans. Coordinate the Literacy program with Farrington faculty.

Serve on the Curriculum Committee and other committees of the Board as required.

Collaborate with the ED on grants and foundation requests as needed.

Coordinate program data reporting to Horizons National

Coordinate data collection for National student, teacher and program database

Coordinate student feedback and reporting to families and schools

Other duties as assigned.

CLASSIFICATION:

EXEMPT NON-EXEMPT

SUPERVISORY: YES NO

JOB GRADE:

QUANTITATIVE DATA:

Annual Revenue: _____

Annual Expense Budget: _____
(includes payroll
and operating expenditures)

SUPERVISION OF PERSONNEL: List employees reporting directly to position. If more than one with same title, add prefix with number. After each position, identify whether exempt or non-exempt employee and total below. Attach an organizational chart if necessary.

Lead teachers

Assistant teachers

Interns

Volunteers

Reading specialist

Total number of employees functionally supervised __varies based on time of year

KNOWLEDGE AND SKILLS NEEDED: State minimum formal education level and specialization necessary. State additional professional or technical knowledge or years of experience required.

Masters degree preferred

Experience in curriculum design for K-8 in reading and math, preferably in both school year and summer programs

Experience in student performance assessment implementation and data analysis

Experience in training faculty

Experience working with local public school systems

Excellent presentation skills and public speaking

Strong project management skills