

JOB INFORMATION

Effective Date	10/19/2021
Job Code:	2255
Job Title:	Director, Center for Professional Development of Teachers
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Administration
Job Summary	The Director is responsible for the following: 1) Serves as the college spokesperson for all aspects of field-based experiences, undergraduate and graduate internships, affiliation agreements; 2) Collaborates with the college advising office regarding internship and practicum eligibility audits and student course issues; 3) Collaborates with the college state certification office, state assessments office, and planning and assessment office; 4) Is the college liaison for local member ISD's (public, private, charter) and professional development school partners; 5) Facilitates the Teacher Center Executive Board; 6) Serves as a member of the college leadership team; 7) Represents the college as a member of local ISD CTE advisory committees.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	Degree in Education.	Required	
Doctoral Degree	Degree in Education.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum seven years of public school teaching experience including K-12 Classroom Experience and Administrative Experience i.e. principal.	Required	
Progressive	PK-12 Classroom Experience and Administrative Experience i.e. principal including progressive supervisory experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Texas Certified Elementary or Secondary Teacher Texas Certified School Administrator		Required	
	Texas Certified Elementary of secondary teacher Texas Certified School Administrator		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of Public School practices.	Proficient
• Knowledge of Texas Education Agency requirements.	Skilled
• Knowledge of Coaching/Mentoring/Mediation.	Proficient
• Excellent computer skills i.e. Microsoft Office applications; data bases comparable to PeopleSoft, etc.	Proficient
• Strong decision-making and organizational skills as well as the ability to manage multiple priorities.	Proficient
• Excellent/strong interpersonal skills, which demonstrate a service-oriented attitude. Versatile in working with diverse personalities and temperaments.	Proficient
• Ability to solve stakeholder issues i.e. student, faculty, public school personnel, etc.	Proficient
• Ability to become familiar with established reporting formats at the college level.	Proficient
• Ability to independently organize work, budget time, manage center budget, and communicate effectively both verbally and in writing.	Proficient
• High degree of initiative and self-motivation, creativity and resourcefulness. Strong organizational skills with the ability to prioritize tasks. Self-starter with the ability to handle interruptions, meet deadlines, and maintain confidentiality. Flexibility in responding to changing priorities and urgent situations.	Proficient

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Facilitates all entities of the student teaching program i.e. training, Teacher Induction, etc.	50%
• Supervision of 22 field supervisors/college adjuncts.	10%
• Facilitates the Center's paraprofessional initiative and assists with Dean's secondary school site visit initiative.	5%
• Manages the organization, procedures, decisions of field based assignments and affiliation agreements.	5%
• Assists college personnel with accreditation documentation for TEA and other accrediting agencies.	5%
• Works with local school districts on grant opportunities that benefit both the district and the college.	5%
• Collaborates with the state certification, state assessments, and planning and assessment offices.	5%
• Markets and recruits in public schools for undergraduate and graduate programs as college liaison.	5%
• Serves as a member of the college Senior Administrative Leadership Team.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description