

JOB INFORMATION

Effective Date	8/1/2022
Job Code:	2254
Job Title:	Director, Center for Educational Programs
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Miscellaneous
Job Family:	Other
Job Summary	The Director, Center for Educational Programs coordinates with several community programs in conjunction with the College of Education. The CEP Director collaborates with area school districts, individual educators and university professors to determine the needs of the community and how the CEP can best serve the area. The Director creates strategic goals for the center aligned with the college and university goals; as well as conducts program assessments for quality and program development.

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 related field.	Required	
Doctoral Degree	Degree in Education related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum five years of experience in developing, marketing, and implementing, professional development in the field of education including supervisory and managerial experience.	Required	
Progressive	Seven years of clear and effective experience in developing, marketing, and implementing professional development in the field of EC-16 public education.	Preferred	
Some	Supervision or managerial experience in an educational setting or organization.	Preferred	
Less than 3 yrs	Knowledge of ESL/Bilingual and STEM needs and initiatives.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Professional certification(s) related to EC-16 public education.		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of financial and technical operations in an education environment, especially a university environment. 	Proficient
<ul style="list-style-type: none"> Must be able to work with faculty, staff, students, and clients in a support and leadership role. 	Proficient
<ul style="list-style-type: none"> Must have strong marketing and fundraising skills. 	Proficient
<ul style="list-style-type: none"> Must be able to analyze tasks and organize others to accomplish COE projects and goals efficiently. 	Proficient
<ul style="list-style-type: none"> Ability to use computers (Macs and PCs), presentation and recording devices as well as other equipment used in the classrooms or CEP. 	Proficient
<ul style="list-style-type: none"> Must be able to supervise staff both full and part-time in order to accomplish CEP activities. 	Proficient
<ul style="list-style-type: none"> Must be self-directed and self-initiated in order to develop and seek out opportunities for professional development for all stake-holders. 	Proficient
<ul style="list-style-type: none"> Must be able to work evenings and weekends as necessary. 	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Assesses and respond to professional development needs of the local education community by establishing relationships and working partnerships (i.e. cohorts, collaboratives) with area schools and organizations that are representative of the College of Education (COE) programs and initiatives. 	20%
<ul style="list-style-type: none"> Creates strategic and long range plans in coordination with SOE marketing, recruitment, and enrollment initiatives. 	10%
<ul style="list-style-type: none"> Maintains contact with personnel through ex-officio membership of the Teacher Certification Council and serves as a non-voting member of the Professional Development Site Coordinators/Supervisors meeting group. 	5%
<ul style="list-style-type: none"> Supervises and develops College of Education efforts in professional development. Presents Center for Educational Programs (CEP) resources and operations to faculty, staff, and community groups as needed. Supervises CEP efforts to support faculty and conference/workshop coordinators. Assist in coordination of implementation of STEM and other academic programming. 	30%
<ul style="list-style-type: none"> Coordinate facilities use and maintenance efforts with CEP staff and UHCL staff on behalf of the Arbor Building teaching/learning space; 6 model classrooms, 1 conference room, and 5 observation spaces, shared with other schools, and administered 6 days each week for teaching activities. Manage equipment availability for checkout. Manages testing and teaching materials to support Early Childhood, Special Education, Counseling, and Reading programs. Maintains records for clients and students who work with clients. Provides office support to adjuncts who teach in the Arbor Building Space (approximately 15 per semester). 	10%
<ul style="list-style-type: none"> Assists in coordination and implementation of annual Kids' U summer programming including; planning programs, recruiting faculty and staff, advertising, marketing, registering students, and facilitating the program. This requires joint cooperation with organizations such as other UHCL schools, Space Center Houston, Science Adventures, and other non-UHCL partners. 	10%
<ul style="list-style-type: none"> Supervise 1 full-time and 3 to 5 part-time staff throughout the year in their support efforts on behalf of the activities listed above including registration, reception of clients, checking and 	10%

Essential Functions

Essential Function	% TIME
maintaining equipment and materials library, financial reports to partners, and other technical operations. Supervise financial and technical operations required by the activities above including software analysis, purchasing, vouchers, budgeting, deposits, financial/technical reporting, and annual and monthly financial reconciliations.	
• Other 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			

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description