

Job Title: Assistant Campus Administrator for Adult Education
Supervisor: Campus Administrator
Employment Terms: 12 Months
Salary Range: \$67,080 - \$87,880
Schedule: 12:30 PM – 9:00 PM; periodic morning supervision will be required.
Location: West-MEC Southwest Campus
500 N. Verrado Way
Buckeye, AZ 85326

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Assist Campus Administrator in the instructional leadership of the campus and supervise secondary and post-secondary programs.
- Conducts observations of instructional programs and provides feedback to staff.
- Promote student learning through tracking and analyzing achievement data, placement and certification/licensure data.
- Reviews teachers' record books for objective and timely recording of pupil progress to monitor Satisfactory Academic Progress.
- Schedules academic and career services personnel to ensure the effective delivery of district *touch points* adult learners.
- Conducts adult student satisfaction surveys; provides feedback to instructors; and follows up with students, as needed.
- Assures compliance with accrediting agency, US Department of Education, State Approving Agency for veteran education funding, Vocational Rehabilitation Services, etc.
- Collaborates with all staff to ensure Federal Student Aid Participation compliance is adhered to, including, but not limited to, monitoring of Satisfactory Academic Progress, financial literacy, safety, etc.
- Assist with the selection, training, and evaluation of all campus personnel.
- Ensures adequate supervision of all learners (secondary and adult) and campus environments.

- Assisting, planning, and organizing, and supervising campus sponsored activities, functions, and events.
- Participates/conducts in new student orientations and recruitment events.
- Coordinates and conducts various in-services for instructors and staff.
- Assists in providing orientation for school personnel.
- Participate in district programs, activities, advisory council and initiatives.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Assist in developing budget for campus programs.
- Provides for the timely submission of reports, as scheduled.
- Assure compliance with State and Federal Laws.
- Attend district meetings.
- Performs other duties as assigned by campus administrator.

Knowledge and Skills:

- Knowledge of applicable Federal, State, and County rules and regulations and the ability to interpret and disseminate information.
- Knowledge of West-MEC district policies and procedures.
- Knowledge of organizational theory, leadership training, and instructional strategies.
- Possess project management skills in an education environment.
- Excellent problem solving skills.
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, business and industry.
- Skill in operating a personal computer utilizing a variety of software applications.
- Knowledge of Career and Technical Education programs.

Requirements:

- Administrative experience, Arizona Administrative Certification, Master's degree, or any equivalent combination of experience or education from which comparable knowledge, skills, and abilities have been achieved.
- Maintains a high level of ethical behavior and confidentiality.
- Ability to work outside normal working hours and evenings.
- Must pass a fingerprint clearance and background check.
- Maintain a valid Arizona Driver's License.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date:

Start Date:

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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