

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 Central Campus
6997 N Glen Harbor Boulevard
Glendale, AZ 85307

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: Open until filled

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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