**Assistant Director, Educational Excellence Standard Job Description**

**Classification Title:** Assistant Director, Educational Excellence

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Minimum Pay:** $90,028.75

**Job Description Summary:**

The Assistant Director, Educational Excellence, under general direction, is responsible for supporting the leadership in the management and direction of designated functional areas and programs within the Center to promote teaching excellence and improve student learning. In addition, the Assistant Director assists the Associate Director (s) in all aspects of departmental operations.

**Essential Duties and Responsibilities:**

**40% Leadership and Strategic Oversight**

* Assists leadership in the design and implementation of the Center’s strategic plan and goals.
* Participates in planning, directing, and coordinating operations to meet the Center’s goals and objectives.
* Oversees budget preparation and expense control for areas of responsibility.
* Establishes performance goals and measures to evaluate the success of areas of responsibility.
* Assists leadership in formulating and implementing policies and procedures.
* Oversees the administrative operations for the identified area(s) of responsibility.
* Advocates for and facilitates change that aligns with the Center’s and University’s focus areas.
* Brokers relationships and opportunities for Center partnerships with other units, internal and external to the university.

**20% Program Development and Implementation**

* Develops, implements, coordinates, assesses, and documents programs using evidence-based strategies specific to teaching and learning.
* Offers, facilitates, and delivers educational development opportunities in multiple formats.
* Analyzes program data and statistics for reporting, tracking progress, and adjusting programs.
* Models best practices of educational and professional development as demonstrated by peers.
* Facilitates learning communities to enhance teaching practices.
* Provides individual and departmental consultations on various learning and teaching issues.
* Champions the learning management system and associated tools to improve faculty and student success.

**10% Staff and Faculty Support**

* Oversees the hiring of staff and student employees by conducting interviews and screening candidates.
* Supervises staff and student employees and mentors university faculty and graduate students in teaching.
* Identifies and collaborates with faculty fellows who assist the Center in fulfilling its strategic plan.
* Communicates with contacts from campuses outside the University regarding faculty development.

**10% Research and Collaboration**

* Conducts and disseminates research related to educational development and scholarly teaching.
* Collaborates with faculty on grants related to teaching and learning and assists in designing educational components.
* Contributes to the national dialogue through the publication of educational blogs, journals, and articles.
* Assists faculty in establishing research designs to assess the effectiveness of teaching.
* Participates in university task forces and various professional organizations related to faculty development.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* PhD in a related field.

**Required Experience:**

* Six years of related experience, including three years supervisory experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 