



JOB DESCRIPTION: Director of Education & Student Services, Full-time

REPORTS TO: President
EFFECTIVE DATE: 10/27/2023
REPLACES: 08/01/2022
FLSA: Exempt

JOB SUMMARY

The Director of Education & Student Services (DESS) is responsible for the continued development and coordination of curriculum and programming, including accreditation compliance. This position serves as the leader of the Academic Department of the school, and works closely with the Lead Instructor(s) to coordinate support and professional development for instructors. They coordinate with the Directors of the other operational entities of the school.

The Director provides a broad range of services and support to enrolled students as they move through their program and look beyond to their careers in the marine industry. The Director works closely with the instructors in implementing the career-focused components of the curriculum and in mentoring students in their job search process. In addition, they provide advising and counseling services as necessary, including referrals to external resources. The Director serves as a member of the Leadership Team, providing guidance in the development of policies and procedures.

QUALIFICATIONS/EDUCATION:

- Minimum of associate degree or higher required, bachelor's degree preferred
- Minimum of 3 years teaching or training experience, or appropriate certification preferred
- At least 5 years experience in career, counseling, or post-secondary environment preferred
- Non-profit education or education leadership experience preferred
- Demonstrated ability to prepare and deliver a lesson
- Strong computer skills with experience in Google Suite
- Ability to work within a team management system
- Positive interpersonal skills along with professional and creative written and oral communication skills
- Ability to travel

DUTIES AND RESPONSIBILITIES:

Curriculum Oversight and Development

- a) Manage the development, organization and delivery of the Great Lakes Boat Building School's educational program and oversee the maintenance of professional standards and certifications.
- b) Assist instructors with development and coordination of syllabi, lesson plans, lectures, demonstrations, and workshop projects and materials.
- c) Coordinate with instructors to develop, implement and review the assessment of student learning process (rubrics) aligned with student learning outcomes in a timely manner.
- d) Make recommendations to the President on any substantial curriculum changes necessary for either accreditation and/or market trends.
- e) In conjunction with instructors, ensure students meet Graduation Eligibility Criteria as defined per policy.
- f) Evaluate projects with the assistance of instructors to ensure projects are aligned with curriculum learning outcomes.
- g) Provide academic coordination for catalog and student handbooks, with particular focus on program and student policy development/compliance.
- h) Convene and coordinate with Program Advisory Board (PAB) leadership biannual PAB meetings including at least one on-site meeting.

Professional Development

- a) Act as a mentor and resource for faculty
- b) Coordinate with Lead Instructor(s) in onboarding new faculty and with Admission Advisor for the academic year orientation process.
- c) Perform instructional observations and evaluations for faculty, providing input for instructional methods improvement.
- d) Monitor and document annual professional development for faculty as needed.

Compliance

- a) Provide oversight of enrolled student-related concerns in instruction, student services, and career services.
- b) Coordinate the School's compliance with the Accrediting Commission of Career Schools and Colleges (ACCSC) standards for accreditation including reporting of annual Graduation and Employment rates with ACCSC.

- c) Review and resolve student complaints related to instruction and shop environment.
- d) Serve as a member of the Leadership Team, Academic Advisory Committee, Program Advisory Board, and other committees as needed.
- e) Develop and review School policies and procedures in collaboration with other staff.
- f) Coordinate the School's compliance with federal and state regulations.

Career Services

- a) Collaborate with instructors to integrate career-focused class sessions and assignments into the curriculum in order to meet related learning outcomes.
- b) Identify and develop potential employment opportunities for students as they approach graduation.
- c) Maintain the job postings bulletin board for part-time employment for enrolled students and for longer-term positions for graduates.
- d) Provide guidance for students in developing their resumes, interviewing skills, and other aspects of job search.
- e) Monitor graduation and employment data and prepare reports as required by accreditation and state approval.
- f) Coordinate field trips to potential employers that complement the students' coursework and career-seeking initiatives.

Student Services

- a) Facilitate appropriate counseling and other support resources to provide sessions for the students.
- b) Counsel students on their personal adjustment process and provide additional resources as appropriate.
- c) Coordinate extracurricular activities, such as field trips, community event participation, athletic and entertainment events that contribute positively to GLBBS students' experiences.
- d) Serve as a member of the Scholarship Committee, particularly for sponsorships and industry-sponsored scholarships.

Alumni Relations

- a) Collaborate with instructors and administrators to communicate and track alumni as they progress in their careers.
- b) Coordinate alumni relations, including alumni association(s).

Industry Relations

- a) Establish liaisons with marine industry representatives.
- b) Coordinate with Lead Instructor(s) and Director of Development for developing partnerships.

DECLARATION OF EXPECTATIONS

The Director of Education will demonstrate a commitment to providing quality education to students; ethical, fair, and honest practice; and compliance with accrediting standards and applicable federal, state, and local requirements.

The above statements reflect the general details considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job or required by their immediate supervisor.