

JOB DESCRIPTION

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| Position | Manager, Teacher Education Programs | Hours | Averaging 35 hrs/wk |
| Classification | Hay | Date | July 2016 |
| Dept | Education | | |
| Reporting To | Dean, School of Professional Studies | Group | Non Union |

PURPOSE:

Responsible for oversight of the planning and delivery of all professional, post-baccalaureate and graduate teacher education programming at CBU, including program development, quality assurance, and student support.

SPECIFIC RESPONSIBILITIES:

- Play an integral academic role within the Education Department at CBU.
- Play a lead role, in conjunction with others, on strategic projects and planning as appropriate.
- Identify new program opportunities.
- Develop, in consultation with others, strategic plans for the development, implementation, and evaluation of high quality, cost effective, education programs.
- Consult with key stakeholders within the local educational community including regional education centre officials and content experts.
- Liaise with NS Department of Education on key issues including new program development and enhancement of existing program offerings at CBU.
- Consult with the Registrar of Teacher Certification, the NS Teachers' Union and others on issues impacting participants in the Teacher Education post-degree programs.
- Manage maximum/minimum program enrollment and class sizes and arrange for appropriate course schedule and the hiring of part-time faculty as necessary (in consultation with the Chair and Dean).
- Manage all aspects of the Education Department website pages, in consultation the Marketing and Communications Department, including accurate and relevant messaging and content.
- Attend and conduct recruitment information sessions and conferences and liaise with CBU recruiters.
- Direct the development of appropriate promotional materials and advertising strategies for post-certified and graduate education programs.
- Foster positive working relationships with various departments and individuals at CBU and representing CBU as appropriate, regionally, nationally and internationally.
- Counsel current and potential students on program and course selection with regard to the fulfillment of professional and personal development goals and graduation requirements.

- In conjunction with the Registrar's Office, review and manage the admissions process for all post-certified teacher education programs.
- Other related duties as assigned.

QUALIFICATIONS:

- A Master's of Education degree as well as Bachelor of Education degree or an acceptable combination of education and experience in teacher education.
- At least five years of teaching or relevant educational management experience.
- Familiarity with online and technology supported learning.
- Experience in teaching online, and/or in the Post Secondary environment (will be considered an asset).
- Knowledge of Moodle and WordPress.
- Excellent personal judgement, communication skills, and ability to work with others within a complex and rapidly changing environment.
- Experience/familiarity with teacher licensing processes in Nova Scotia.
- Work-experience at the post-secondary level is desired.