

SOUTHERN UNION CONFERENCE

Job Description



Job Title: Elementary Education Associate Director	Type Of Position:	Hours Per Week <u>N/A</u>
Location: 302 Research Dr., Norcross, GA 30092	Full Time <u>X</u>	
Department: Elementary Education	Part Time _____	Exempt <u>X</u>
Reports To: Departmental Director	Intern _____	Nonexempt _____

POSITION SUMMARY:

The role of the Associate Director is to provide leadership in the development and implementation of an integrated K-8 program of instruction for the Union's elementary schools and teachers. This responsibility also includes lending support to the local conference education superintendents and associates within the Southern Union's territory.

SCOPE OF RESPONSIBILITY:

- Coordinate, implement, assess, and evaluate elementary curriculum in all content areas as recommended by the Southern Union Conference Office of Education (SUCOE) and the North American Division Office of Education (NADOE).
- Study, evaluate, and recommend adoption of instructional materials, methods, and programs for grades K-8.
- Develop and coordinate curriculum materials for the Small Schools' Program.
- Assist conferences with professional development, classroom observations, and teacher evaluations.
- Coordinate, implement, and monitor the union-wide testing program, analyzing and interpreting results for developing and improving curriculum, specifically grades K-8.
- Give guidance and assistance with problem-solving in conferences.
- Participate in the evaluation of elementary and secondary schools.
- Prepare, coordinate, and publish the Union's K-8 Curriculum Resource Guide.
- Assume responsibility for previewing and recommending curriculum and/or resource materials.
- Attend various meetings, committees, councils and conventions.
- Participate and/or conduct school evaluations, trainings, and programs.
- Prepare agenda's, minutes, and presentations.
- Perform other tasks and responsibilities as may be assigned by SUCOE and NADOE.

RECOMMENDED EDUCATION/EXPERIENCE:

- Master's Degree in Education or related field.
- Strong knowledge of school curriculum and instruction and school administrative function and policies.
- Conference experience preferred.

KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to utilize technology for professional development training and other presentations. Ability to exercise discretion and use independent judgment for highly complex matters.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours