

SOUTHERN UNION CONFERENCE

Job Description



Job Title: Secondary 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: Secondary Education	Part Time <u> </u>	Exempt <u> X </u>
Reports To: Departmental Director	Intern <u> </u>	Nonexempt <u> </u>

POSITION SUMMARY:

The Associate Director provides leadership in the development, implementation and monitoring of secondary curriculum, instructional delivery methods, materials and innovative programs and the development of secondary standards for all subjects. The general responsibilities are implemented through chairmanship and membership on decision-making boards and committees, and participation in developmental projects and twenty-first century programs.

SCOPE OF RESPONSIBILITY:

- Chair/Serve on various committees, advisory's, and boards for the NAD, SUC, and local conference.
- Advise/consult in the selection of 9-12 personnel and planning academy Bible & Prayer Conferences.
- Approve regular and alternative curriculum programs.
- Assist in master planning, curriculum innovation and initiatives, K-12 professional conventions, and co-accreditation.
- Coordinate academy treasurers meeting, college fairs, and teachers' professional growth.
- Coordinate K-10 evaluation and accreditation process; conduct orientation and coordinate academy accreditation process.
- Conduct bi-annual academy registrars meeting, and curriculum audit.
- Participate in graduation, education day and special programs.
- Serve as a resource for local conference secondary associates.
- Promote Adventist Education in churches, and communities.
- Assist in the process of development and implementation of educational policies within the Southern Union Educational system.
- Other responsibilities as assigned by director.

RECOMMENDED EDUCATION/EXPERIENCE:

- Master's Degree with emphasis in Education Leadership.
- Seven years successful leadership as an academy principal/conference superintendent.
- Must hold Administrative Certification issued by the North American Division of Seventh-day Adventist.

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 effectively present facts and recommendations in oral and written form.

Must possess a high level of competency and knowledge in computer use and technology. Know and understand the technology and delivery of distance education.

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