

SOUTHERN UNION CONFERENCE

Job Description



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

POSITION SUMMARY:

The Director of the Education Department is responsible for the oversight of the education program, birth through grade 12, in the Southern Union and for implementation of the policies of the union board of education and the North American Division office of education. The director also serves as a liaison with institutions of higher learning in the Southern Union.

SCOPE OF RESPONSIBILITY:

- Serve on or chair NAD, union, and local conference decision making boards and committees.
- Participate in development projects and innovative programs.
- Assist local conference offices of education establish and implement administrative policies.
- Serve as certification officer to maintain and implement certification standards for all instructional personnel.
- Interact with Education faculty at OU and SAU to ensure graduate preparedness and summer courses for certification is available.
- Ensure the Education Department operates within their annual budget.
- Plan meetings, conventions, and staff development programs.
- Coordinate, evaluate, monitor, and develop the education program to ensure growth and continuous improvement.
- Plan crisis management training for union and conference level educators.
- Direct, support, and lead departmental employees.
- Other responsibilities as assigned by the president.

RECOMMENDED EDUCATION/EXPERIENCE:

- Master's degree in Education or a related field.
- Must hold Administrative Certification issued by the North American Division of Seventh-day Adventist.
- Previous administrative experience at the local school and conference levels.
- Training in 4MAT Instructional Leadership and Administrator Training, 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 effectively present facts and recommendations in oral and written form.

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