

COLLEGE OF EDUCATION OPERATIONS GUIDELINES

Revised Date: 12/03/2010

Guide Number: 02-06

Section: Unit Governance

Subject: Director of the Teacher Leader M.Ed. Program Position Description

EDUCATOR AS LEADER

DIRECTOR OF TEACHER LEADER M.ED. PROGRAMS POSITION DESCRIPTION

Primary Duties and Responsibilities: The Director of Teacher Leader Masters Program (M.ED) will provide oversight to the preparation of teachers to become effective leaders in P-12 schools. The Teacher Leader Master's program will educate the classroom teacher to acquire and demonstrate the ability to focus on student learning through a systematic study and reflection of one's own teaching practices and shared knowledge from professional learning communities. Additionally, the Director of the Teacher Leader Master's program will be prepared to collaborate with parents, teachers, school administrators, district officials, and community members to develop and implement strategies to help students succeed. The Director will also recruit students and develop working relationships with area schools.

This position provides leadership to all aspects of the assigned program including:

- Provides recruitment initiatives for enrolling students in the program.
- Schedules classes for program completion and on a semester basis.
- Recruits and recommends to the Dean part-time faculty for the program.
- Advises and schedules students in program.
- Collaborates with P-12 partners for program enhancement.
- Identifies and aligns clinical experiences appropriate for course content learning outcomes.
- Drafts any proposed changes in program and submits revised program documents for approval to the Dean and then forwards documents to the appropriate college and university committees.
- Submits revisions of program sheets to applicable university personnel (registrar, advising, admissions, COE administrative assistants) upon approval of program changes.
- Drafts, revises, and/or maintains program handbook for students and submits changes to the Associate Dean or Dean for approval.
- Provides leadership and attends all student orientations and collective meetings for the program.
- Develops and implements strategic objectives for practice that are aligned with the unit's strategic initiatives.
- Directs and provides leadership in the development and implementation of program goals, objectives, policies, and procedure.
- Collects and maintains databases necessary for records, etc. applicable to accreditation (NCATE, SACS etc).

- Provides direction, leadership, and advice to faculty, administrators, and others involved in the design, development, and evaluation of instructional programs and academic services.
- Supports the continuous evaluation of the effectiveness of the program and makes recommendations for improvement through consultation with Dean/Associate Dean, faculty, and others.

•