

THE HADLEY SCHOOL FOR THE BLIND, 700 ELM STREET, WINNETKA, IL 60093

## POSITION DESCRIPTION

**Title:** Dean, Education Programs and Instruction

**Reports to:** Senior Vice President, Educational Operations

**Supervises:** Instructors, Instructor/I & R Specialists

**Overview:** Assures the delivery of quality educational services and instruction which meet the needs of students and meets standards set by the School and its accreditors.

### Functions and Percentage of Time

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|---|-----|
| 1. Administer designated aspects of the education programs, including working with Student Services on questions of eligibility, resolving student concerns, implementing new policies and strategic initiatives, and more. | 20% |
| 2. Supervises faculty to ensure the delivery of quality educational services and instruction.   | 20% |
| 3. Assist with special projects which include in-service training, Seminars@Hadley, program accreditation, and marketing of courses and services.   | 20% |
| 4. Participates in curriculum development activities to expand upon and improve existing course offerings.  | 15% |
| 5. Participates as instructor of designated courses   | 15% |
| 6. Carries out all other duties assigned to address organizational mission and goals.   | 10% |

**QUALIFICATIONS:** Candidates for this position should possess the following:

- Sound supervisory and management experience, 3+ years preferred
- Teaching experience, 3+ years, adult learners preferred
- Masters degree or higher, related field preferred
- Business, corporate or self-employment experience preferred
- Strong organizational skills
- Excellent written and interpersonal communication skills
- Sound technology/computer skills
- Ability to prioritize workloads
- Positive, flexible, proactive attitude