



Job Description

JOB DETAILS

Job Title: Lawrence S. Pidgeon Director, Careers in Education Professions Program

Department: Center for Careers, Life, and Service

ID: CLS_DirCareersEdu

Title of Supervisor: Daniel and Patricia Jipp Finkelman Dean (CLS)

Date Completed: 2014/01/16

JOB SUMMARY

As a member of both the Center of Careers, Life, and Service and the Education Department, the Education Professions Career Community Director will provide advice to and serve as the principal resource for students and alumni considering and planning careers in education, including in teaching, school counseling, educational research, policy, administration, and other education-related professions. The Education Professions Community will help to elevate and promote PK-12 education as a lifelong career for Grinnell graduates. The Community Director will develop, implement, and manage a variety of services and programs and also counsel and advise students and alumni about related shadowing opportunities, volunteer opportunities, practica, internships, full-time jobs, and gap-year experiences.

Reporting to the Assistant Dean and Executive Director of Career Communities, the Director will work in close collaboration with their colleagues in the CLS to crystalize the notion that a career encompasses one's professional, civic, and personal aspirations

ESSENTIAL JOB RESPONSIBILITIES

Responsibility	% of Time
<p>Student Preparation & Advising Provide individual and group advising to both current students and early career alumni who have expressed interest in education-related careers and professions. Assist students in preparing to apply to graduate schools or alternative certification programs. Advise students interested in careers in education; provide guidance on post-graduate education options. Assist students with conducting internship, job, and service searches as well as preparing the requisite application materials (e.g., cover letters, resumes, application essays).</p>	40 %
<p>Program Management, Development, and Implementation Provide leadership for the Education Professions Career Community. Create program materials, build and maintain website. Conduct research on education professions trends, the job market, and hiring trends. Prepare and submit an annual budget. Organize speakers and events. Lead students on education-related treks both domestically and internationally. Provide opportunities for teaching experience. Support job-shadowing opportunities with education professionals; Support internship opportunities with education-related organizations, year-round schools, and similar organizations.</p>	30 %
<p>Practicum/Student Teaching Placement and Partnership Management In partnership and collaboration with the Education Department faculty and staff, plan, coordinate, and track practicum experiences for students enrolled in select education courses each semester. Collaborate with the Education Department's Technical Assistant who supports the licensure program. Collaborate with Education Department Chair in identifying student teaching placements for students in the licensure program. Work with faculty, administrators, students, alumni, school and community partners, and employers to build partnerships and develop shadowing opportunities, volunteer experiences, internships, gap year positions, and fulltime opportunities across a variety of PK-12 education professions. Build relationships with alternative certification programs.</p>	25 %
<p>Assessment/Reporting/Program Assessment Working with the Career Communities team, develop and implement efficient methods to track student data, quantify the success rates of programs, and articulate the return on investment received by students in the program. Working closely with the team, develop presentations and reports; attend meetings and deliver presentations and reports to a variety of constituents.</p>	5 %

GENERAL RESPONSIBILITIES

- 1) Maintain regular and reliable attendance.
- 2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- 3) Understand and comply with the policies of the College Staff Handbook.
- 4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- 5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- 6) Protect confidentiality of College information.
- 7) Provide leadership to others through example and sharing of knowledge/skill.
- 8) Communicate with others in a courteous and helpful manner.
- 9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- 10) Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

	Yes	No
Does this job have supervisory responsibilities? (place an X "x" in the appropriate box)		
Place an "x" in the appropriate box	If yes, how many?	
Student Staff x	1-2	
Non-exempt		
Exempt		

If "Student Staff" - Approximately how many total hours of student staff? 10-20 hrs/week

LEADERSHIP:

	Do Not Enter
Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.	0 %

SUPERVISION RECEIVED

	Do Not Enter
Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.	0 %

EDUCATION

Degree/Diploma	Program of Study	Required/Preferred
Masters		Required

Additional Educational Requirements

EXPERIENCE

Do Not Enter:

Three years or more

0 %

COMPUTER OPERATIONS

Do Not Enter:

Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

0 %

CERTIFICATES, LICENSES, REGISTRATIONS

TRAVEL

Do Not Enter

Moderate overnight travel (up to 30%) by land and/or air.

0 %

ADDITIONAL INFORMATION OR QUALIFICATIONS

ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

MENTAL/COGNITIVE REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data		X	
Effective communication skills (written and verbal)			X
Composing & comprehending communication materials (written and verbal)		X	
Establishing effective interpersonal relationships			X
Adjusting to changes (work load, environment, department structure, etc.)			X
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.		X	
Making decisions of moderate to substantial consequence		X	
Performing mathematical calculations	X		
Editing reports or technical materials	X		

Planning and organizing (work load, schedules, events, etc.) X

Under 1/3 1/3 to 2/3 Over 2/3

Handle stressful, emotional and/or frustrating situations	X		
Working with numerous distractions	X		
Working under a time pressure and within timelines/deadlines	X		
Coordinating work with others			X
Handling multiple assignments and priorities			X
Completing work in an accurate manner			X
Concentrating - maintaining attention to details and tasks	X		
Memory functions (remembering names, details and procedures)	X		

PHYSICAL REQUIREMENTS

Under 1/3 1/3 to 2/3 Over 2/3

Stand	X		
Walk	X		
Sit			X
Ability to walk up or down stairs	X		
Use hands to finger, handle, or feel			
Reach with hands and arms	X		
Climb or balance			
Stoop, kneel, crouch, or crawl			
Talk or hear			X
Taste or smell			

Under 1/3 1/3 to 2/3 Over 2/3

Up to 10 pounds	X		
Up to 25 pounds			
Up to 50 pounds			
Up to 100 pounds (with an assisted device)			
More than 100 pounds (with an assisted device)			

GENERAL PHYSICAL REQUIREMENTS

Do Not Enter

Light physical activity performing non-strenuous daily activities.

0 %

VISION REQUIREMENTS

Do Not Enter

Close vision (clear vision at 20 inches or less)

0 %

WORK ENVIRONMENT

	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			
Extreme cold (non-weather)			
Extreme heat (non-weather)			
Outdoor weather conditions			
Work near moving mechanical parts			
Work in high, precarious places			
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)			
Toxic or caustic chemicals			
Work with explosives			
Risk of electrical shock			
	Under 1/3	1/3 to 2/3	Over 2/3

Vibration (i.e. operating jackhammer, impact wrench)			
Risk of radiation			
Confined Spaces			

ENVIRONMENTAL CONDITIONS

	Do Not Enter
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Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.	0 %
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TYPICAL NOISE LEVEL

	Do Not Enter
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Moderate noise (examples: business office with computers and printers, light traffic)	0 %
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ADDITIONAL INFORMATION

Employee Statement of Understanding

As an employee, I will strive to uphold the mission and core values of Grinnell College. I understand that my work and my presence contribute to the teaching and learning environment. I have read and understand the job description for my position and I am able to perform the essential functions of this position as stated. I agree to comply with college policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law, unsafe work environment or practices, sexual harassment, discrimination, or other misconduct to a supervisor or other designated college official. I further understand that should I have a workplace injury, I will report it to my supervisor and/or the Office of Human Resources promptly.