

**WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402****Job Description**

<b>Job Title:</b>	Program Quality Manager (TQI)
<b>Supervisor:</b>	Administrator for Curriculum & Instruction and Student Services
<b>Terms of Employment:</b>	Twelve months
<b>Location:</b>	West-MEC (Western Maricopa Education Center) 5487 N. 99 <sup>th</sup> Avenue Glendale, Arizona 85305
<b>Salary Range:</b>	\$58,500 - \$79,000

**Job Description:**

The Program Quality Manager works in the development, facilitation and implementation of quality processes and standards for the purpose of driving continuous quality improvement and metrics for measurable results in central, satellite and adult Career & Technical Education programs. This position builds and promotes a quality oriented learning culture in the district, through innovative quality infrastructure, communications, awareness programs, and professional development. The individual will serve as a member of the curriculum and instructional leadership team charged with the responsibility for planning, implementing, and evaluating educational experiences relevant to the needs of the student population.

**Essential Duties and Responsibilities:**

- Facilitates the development, communication, implementation and evaluation of student programs for the purpose of enhancing Career and Technical Education
- Develops and implements a process framework for measuring program performance and adherence to quality standards in alignment with the CTE Delivery Model
- Plans, facilitates and conducts reviews, analyzes findings and suggests actions to improve quality of learning and program performance
- Demonstrates cognitive skills to gather, analyze and synthesize information to plan program improvement goals
- Defines metrics strategy, consolidates various metrics parameters, analyzes trends, identifies improvement opportunities and develops corrective/preventative action plans to drive improved program performance and student learning
- Facilitates defining, understanding and implementing quality processes and best practices in critical /new areas to ensure program performance
- Analyzes TQI review data metrics/trends to draw inferences and identify corrective, preventative and improvement action plans
- Involved in key process improvements to the TQI standards, rubric and evaluation process
- Assists in reviewing and evaluating effectiveness of teaching methods and work activities
- Plan and schedule project timelines
- Track project deliverables using appropriate software and tools
- Create and present reports defining project progress and data analysis trends

- Provides in-service training designed to support implementation of the TQI review process
- Demonstrates instructional leadership that will enhance school effectiveness by improving instruction and augmenting student performance
- Performs other duties as assigned or required

## **Knowledge and Skills:**

- Skill in applying and implementing leadership techniques
- Ability to lead projects and drive process improvements
- Ability to drive continuous process improvement at all organizational levels
- Ability to work with teachers in the development of curriculum, instruction and assessments
- Skill in effective communications while interacting with supervisors, staff, students and others
- Skill in establishing and maintaining effective working relations with co-workers, students, parents and stakeholders
- Skill in statistical techniques, quantitative analysis and understanding of statistical models and application

## **Requirements:**

- A master's degree AND five years successful experience in a professional educational setting OR any equivalent combination of experience and education from which comparable knowledge, skills and abilities have been achieved.
- Fingerprint clearance card required
- Knowledge of Career and Technical Education and the CTE Delivery Model
- Demonstrated ability to operate a CTSO and Advisory Councils
- Experience with both the theoretical and practical aspects of project management
- Proven experience in change management
- Ability to communicate effectively with students, parents, colleagues and administration
- Ability to speak clearly and concisely in written or oral communication
- Maintain a high level of ethical behavior and confidentiality of information
- Ability to ensure that the mission and vision of West-MEC is achieved within established guidelines, timeframes, and budgetary constraints.

## **Physical Abilities:**

- Valid Arizona driver's license and access to insured and reliable transportation
- Must be able to sit at a computer terminal for two consecutive hours at a time and lift up to 50 lbs.
- May be required to work outside normal working hours
- May be required to travel to perform job functions

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** July, 2017

**Application Procedure:**

Submit on-line application - [West-MEC.org](http://West-MEC.org)

Include:

- Letter of interest
- Current resume´
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.