

Program Director

2015-2016 Academic Year

In collaboration with the Department Chair and the College of Education Leadership, the Program Director coordinates the successful delivery of assigned program(s) in the College of Education, leading faculty and staff in performing duties necessary to develop, promote, and sustain excellence and national recognition of COE programs.

The Program Director oversees policies and priorities that support the program quality, curriculum, student recruitment, matriculation, and graduation of qualified students. The Program Director is responsible for all administrative matters including budgetary input affecting the assigned program.

The Program Director holds a terminal degree that aligns with the program. If the Program Director holds a terminal degree in different area, a justification that outlines the qualifications of the Program Director must be provided. Neither tenure nor rank are restrictive factors for naming a Program Director. Program Directors are appointed by the Department Chair.

Reassigned time and/or other incentives may be provided to Program Directors. This decision resides with the Department Chair. Reassigned time or incentives may be adjusted annually and may vary based on the size of the program(s) and program requirements. For the purpose of tenure and/or promotion, serving as Program Director may be recognized in the areas of teaching, service, and/or research. Annual Faculty Plans will outline the specific tasks of a Program Director in any or all of these areas.

The following programs are assigned a Program Director:

- Curriculum and Instruction (M.Ed. and Ed.S.)
- Leadership (M.Ed. Teacher Leadership, M.Ed. Leadership, Ed.S. Leadership)
- Counselor Education (M.Ed. and Ed.S and serves as CACREP Coordinator)
- Kinesiology (undergraduate and graduate programs)
- Initial Teacher Preparation (undergrad and MAT)
 - Early Childhood
 - Middle Grades
 - Secondary Programs
 - Special Education
 - Health and Physical Education
 - Foreign Language
 - Music Education

Responsibilities and Functions:

Program: Developing and Sustaining Quality

1. Provides leadership and assumes responsibility for assigned COE program(s) to ensure the highest quality accredited program of study is accessible to interested applicants and enrolled students in the state of Georgia and beyond. Stays abreast of current research and best practices in the respective field(s) through participation and presentation at conferences, reading the literature, and engaging with directors of similar programs.
2. Builds and maintains a cohesive team partnership with the Department Chair and Associate Dean(s) to operationalize all aspects of the program. Working with the Chair and COE

Webmaster, maintains and updates program information on the COE website and ensures the information is complete, correct, and clear.

3. Collaborates with the Department Chair and Associate Deans in regularly scheduled meetings to meet multi-level (Program, COE, TGS, GRU, USG, GaPSC, CACREP, and CAEP) regulations, goals, and accreditation standards. Writes the required program reports for accreditation visits and annual program data reports. Collaborates with the Department Chair and Associate Dean(s) to address multi-level curricular matters and maintain continuous quality improvement standards and processes to ensure quality and effectiveness of the Program. Leads the regular review of the curriculum to ensure most current local, state, and federal initiatives are reflected in content, assignments, and assessments.
4. In conjunction with the Department Chair and Associate Dean(s), develops and promotes cooperative and collaborative arrangements with other GRU colleges, P12 district and school partners, clinical agencies, universities, private industry, and funding entities as appropriate.
5. Maintains relevant, accurate, and timely program data for multi-level analysis, decision-making, and reporting.
6. Collaborates with the Field Placement Coordinator to identify placement needs and to attain sites, as appropriate per program.
7. Maintains and disseminates current information to students, faculty, and administrators about program-related education opportunities and the foremost national trends in the program area.
8. Collaborates with the COE Leadership in program evaluation and in maintaining positive customer service for applicants, students, clinical and research partners, and other members of the GRU community.
9. Serves as a liaison to the university, P12 districts and schools, and community entities that involve the program-related agendas, and serves on relevant COE, campus, state-wide, and national committees.

Students

10. Ensures proper and regular student advisement is provided (from orientation to graduation) and services/ resources that impact student success are maximized and available for students.
11. Ensures GRU and COE policies and procedures are communicated to students and followed in the program.
12. Recruits interested and highly qualified students.
13. Collaborates with the Associate Dean(s) and the Program Admissions Committee, to coordinate admissions and matriculation processes for program applicants.
14. Collaborates with the Department Chair to address student matters at an administrative level.

Faculty

15. Works with Department Chairs so that course instruction is appropriately assigned and scheduled.
16. Identifies opportunities for external funding within and across programs.
17. Supports the development of research studies that bridge theory to practice, connect teaching to problems of practice that are relevant to the local community, state, and nation.