LEAD INSTRUCTOR

Department: Academic Affairs

Direct Report: Lead Instructor
Indirect Report: Campus Director

Hours: Day Program 7:45 AM – 1:30 PM (Classes run 8:00 AM – 1:10 PM)
Evening Program 5:45 PM – 10:15 PM (Classes run 6:00 PM – 10:00 PM)

Location: West View Campus

Career Training Academy is seeking a Lead Instructor/Title IX Coordinator for their West View campus. The Mission of Career Training Academy is to provide an educational environment that enhances learning and personal enrichment of all students. Our methods are both unique and traditional, in that we employ new techniques to learning, while providing a curriculum designed to meet career goals and industry needs. Our campuses offer Diploma and Specialized Associate degree programs.

POSITION SUMMARY:
The LI’s primary role is to provide support and guidance to students and instructors and to maintain a leadership role in all program functions. The LI ensures student progress toward a successful completion and maintains responsibilities for teaching. The LI holds joint responsibility with the VP/Dean of Academic Affairs for the fiscal health of the program, and for achieving key education targets. The LI participates in activities with the program advisory committee, students and the community. This position requires decision making and operating in a coordinated effort with the VP/Dean of Academic Affairs, program specific advisory committees, and all other academic personnel.

The Lead Instructor also serves as the campus Title IX Coordinator. The Title IX Coordinator has primary responsibility for coordinating and implementing the school’s Title IX compliance efforts as well as helping to strengthen a culture that supports a safe and respectful learning, working and living environment. This includes monitoring and enforcing Career Training Academy’s sexual misconduct policy; coordinating the prompt, effective, and equitable investigation and timely resolution of all complaints of sexual misconduct; and leading the school’s education, training, prevention, and outreach efforts related to Title IX and sexual misconduct.

The Lead Instructor is also serves as the schools ADA/504 Coordinator. The ADA/504 coordinator’s responsibilities include assuring compliance with the Americans with Disabilities (ADA) Act, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities.

The ADA/504 coordinator is responsible for coordinating CTA’s policies and procedures relating to persons with disabilities, tracking school progress relating to its policies and procedures as well as state and federal laws relating to persons with disabilities, filing all necessary reports, and providing consultative services to employing units and offices.
**Key Job Elements:** includes but are not limited to the following:

1. Perform the duties and responsibilities that complement the mission and vision of Career Training Academy (CTA).
2. Possess awareness of the school catalog, instructor guide, CTA personnel handbook, and understand all the procedures and expectations, and policies stated therein.
3. Assist academic leadership in program evaluation, review, and revision when requested.
4. Participate in new faculty on-boarding and ongoing in-service faculty development activities, and discipline specific professional development.
5. Responsible for maintaining credentials as required by accrediting councils/agencies and regulatory bodies.
6. Serve as campus Title IX Coordinator

**Key Job Responsibilities:** Academic

- Respond to student questions in a timely manner
- Organize and conduct new student orientation in collaboration with the Campus Director and education staff
- Calculate GPA when necessary
- Monitor attendance
- Notify students of probation attendance
- Monitor make up time
- Place student on academic probation
- Review and print Population Report monthly
- Review and print Graduation and Employment Report (G&E) monthly
- Assign faculty mentors when needed
- Monitor classroom appearance
- Check for sufficient classroom equipment prior to new module start
- Administer monthly student evaluation forms
- Conduct bi-weekly faculty meetings
- Identify faculty teaching assignments for monthly class schedule
- Type monthly class list
- Determine faculty needs
- Interview faculty (co-responsible w/Director)
- Review new student files for completeness (co-responsible w/Director)
- Conduct Quarterly Instructor Classroom Observations/Evaluations
- Monitor health form completion
- Verify Competency Checklist completion required for externship/graduation
- Monitor biohazards waste disposal
- Monitor faculty dress code
- Approve field trips
- Approve graduation list for academics (co-responsible w/Director)
- Approve graduation list for accuracy (co-responsible w/Director)
- Prepare Drop analysis
- Review of education file upon receipt from admissions department (co-responsible w/Director)
- Schedule sexual awareness video viewing (monthly)
- Monitor student retention
- Schedule and approve guest speakers
- Conduct and complete facilities report
- Monitor student dress code
- Order classroom supplies
- Conduct facilities report
• Arrange for office equipment repair
• Arrange for classroom equipment repair
• Monitor faculty time
• Conduct follow-up on incident reports
• Participate in advisory committee meeting at campus

**Key Job Responsibilities: Title IX Coordinator**

- Coordinates and executes the School’s prompt, effective and equitable response to complaints of sexual misconduct, including implementation of formal and informal resolution procedures in accordance with regulatory requirements and CTA policy.
- Meets with complainants to provide information regarding available resources, interim measures, and reporting and resolution options.
- Coordinates and monitors a prompt and equitable investigatory process in cases of sexual misconduct, including assignment and supervision of Title IX investigators.
- Maintains and monitors data related to complaints and investigative activities, and provides periodic and annual reports as appropriate.
- Continuously identifies and integrates best practices into the campus knowledge base and practice.
- Regularly attends Title IX education programs to understand best practices as they relate to Title IX and sexual misconduct issues.

**Key Job Elements: ADA/504 Coordination**

- Serves as the principal planning coordinator for CTA’s programs, policies, and procedures relating to college compliance and the promotion of opportunities for persons with disabilities.
- Ensures that appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries from CTA employees and students, as well as the public regarding compliance with the ADA and other applicable federal and state laws regarding discrimination on the basis of disability.
- Investigates allegations of discrimination and non-compliance under the ADA and other applicable federal and state laws regarding discrimination on the basis of disability.
- Maintains a record of all disability and accommodation issues and the resolution of each.
- Maintains current information regarding state and federal laws and regulations as well as the best practices of other education institutions and private employers concerning the rights of persons with disabilities and ways of providing reasonable accommodations to persons with disabilities while maintaining program performance standards.
- Develops and maintains written materials and other informational pieces to broadly disseminate information regarding the ADA and the school’s policies relating to persons with disabilities.
- Serves as the primary CTA liaison with relevant state and federal agencies, as well as other ADA coordinators at colleague institutions and associations.
Educational/Experience Certification Requirements:
1. Conferred Bachelor’s Degree from a regionally accredited U.S. college or university required, prefer a conferred Master’s degree in education.
2. Possess appropriate occupational experience/expertise based on profession and applicable accreditation
3. Additional requirements driven by state licensing or accreditation considerations may apply.
5. Ability to organize, problem solve, handle multiple tasks, and function as a team member within established school, state, federal, and accrediting agency regulations, policies, and procedures.
6. Candidates are required to submit a resume and/or curriculum vita and copies of official transcripts for all degrees earned with their application.
7. Satisfactory completion of a background check also required.

ORGANIZATIONAL RELATIONSHIP:

Reports to: Direct: Campus Director/DOE
            Indirect: Vice President and Dean of Academic Affairs

Collaborates with: CTA Senior Leadership Team
                   Registrar
                   Education Staff
                   Program Advisory Committees
                   Placement

Other Functional Areas: Admissions
                       Financial Aid

Supervises: Faculty

ACCOUNTABILITY:

Direct: Program key indicators and outcomes
        Student persistence programs
        Environment conducive to learning
        Oversee maintenance of equipment
        Accreditation and licensure compliance

Indirect: Program Advisory Committee(s)
          Graduate employment
          School growth