

PIMA SPECIAL PROGRAMS

AzETC EXECUTIVE DIRECTOR

Minimum annual starting salary: DOE
Arizona Education and Technology Consortium (AzETC)

The Executive Director shall be responsible for the effective operation of the Arizona Education and Technology Consortium (AzETC). The Executive Director will provide direction and day to day management and operations for the AzETC Consortium in accordance with all applicable laws, rules, regulations and Board approved Scope of Work. The Executive Director shall advise and make recommendations to the AZETC Governing Board.

Duties include but are not limited to:

- 1. Promoting AzETC Vision and Mission through creation and implementation of strategic and tactical plans of action aligned to AzETC Goals.**
 - Direct the AzETC organization in conjunction with the Board of Directors.
 - Evaluate programming needs for each consortium member to determine technical, training and instructional needs.
 - Oversee and drive the usage of the ITV System throughout the state.

- 2. Marketing of the activities related to AzETC related to courses offered through ITV, functions, services, and special events.**
 - Coordinates the distribution of information and District responses to ITV courses and inquiries.
 - Coordinates marketing of the ITV courses throughout the state.
 - Develop initiatives that consistently tell the AzETC using a variety of strategies and media tools.

- 3. Delivering high quality educational programs by effectively and efficiently securing and managing associated human, technological and fiscal resources.**
 - Ensure high quality pedagogy and instructional delivery by all teachers and hired staff.
 - Oversee and maintain course management system to include coordination, scheduling, and evaluation of ITV programs.
 - Manage Consortium ITV financial documentation to include processing contracts, invoicing Districts for fees incurred, and providing direction for payment of services.
 - Manage and maintain written financial agreements for ESI (or other third party contractors) and/or District teachers providing ITV instruction.
 - Secure outside funding - oversee and apply for on behalf and manage grants awarded to AzETC.

4. Collaborating and communicating through effective and efficient listening, speaking, writing, and nonverbal communication skills with various stakeholder groups.

- Form partnerships with school districts, higher education, and business partners.
- Collaborate with higher education and JTED programs to deliver quality educational courses.
- Provide oversight and coordination between AzETC and AdvancEd to obtain and maintain AdvancEd Accreditation on all instructional courses delivered in K-12 instruction.
- Serve as the liaison between Government, School Administration, and AzETC.
- Designs and implements marketing and communications plan

5. Monitoring performance in achieving AzETC goals.

- Provide quarterly reports to AzETC to communicate information regarding financial, budgetary, training, evaluations, and technical status of ITV program.
- Supply accountability measures for the Profit and Loss of the project.
- Provide bi-annual reports to AzETC about participation rates, satisfaction, achievement and/or academic progress.

Qualifications should include:

- At least five (5) years of experience in Education, Marketing, Technology, and/or Government Relations.
- At least three (3) to five (5) years of experience of a Market related field.
- Three (3) to five (5) years of experience with progressive Management.
- Knowledge of best practices in effective teaching and learning and quality curriculum
- Ability to establish and maintain effective working relationships with staff; communicate effectively orally and in writing, both in person and through other media
- Strong organizational skills and consistent ability to meet deadlines;
- Experience Delivering Training to adults and youth utilizing ITV resources and equipment
- Preferred: Administrative certificate

The position is exempt from payment of overtime under Fair Labor Standards Act. This position is an unclassified position, not subject to the Pima County Merit System Rules. This position will report to the Board of Directors for operational activities however will adhere to all Pima Special Programs employment policies and procedures.

TO APPLY:

Submit a cover letter (not to exceed two pages), a resume or CV and contact information for three (3) professional references, which must include a phone number and email address to:

Office of the Pima County School Superintendent
ATTN: Debbie D'Amore
200 N. Stone Avenue
Tucson, AZ 85701

OR Email to: debbie.d'amore@schools.pima.gov