



# Education Officer

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## Salaried Employee

**SUPERVISOR:** Chief Executive Officer

**DEPARTMENT:** Education

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**Position Summary:** Under the guidance of the Chief Executive Officer, the Education Officer (EO) will have administrative responsibility for the day-to-day aspects of the Education program (Starlight Academy, Afterschool and Summer and Early Childhood Learning) consistent with state and federal laws as well as district policies including curriculum development, facility, technical and human resources management, revenue identification and budget management, and overall program integrity.

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### Essential Duties and Responsibilities

- Assist with build out of new and expanded educational programming and with COA/best practice standards.
- Assists with creating a safe, fun loving environment that provides growth opportunity for all students to achieve to the optimum of their ability and all staff to function efficiently toward the fulfillment of that end.
- Responsible for all aspects of oversight and implementation of data driven initiatives related to the educational programs.
- Works with other school administrative personnel to ensure adequate funding to support the academy program including identification and implementation of grants, knowledge of, initiation, and ongoing engagement with applicable public funding opportunities including the SC Department of Education, etc., and development of relationships with other sponsors/donors that lead to financial support of the program.
- Works with other school administrative staff to develop, implement and monitor the departmental budgets for assigned departments.
- Implement and oversee curriculum and programming for the Tamassee DAR School Education department inclusive of on-line education platforms, in-person teaching, and off-site classes as applicable to the program and the needs of students.
- Research new or existing programs and “best practices” in other local, state and national districts/schools and develop plans to either model and implement or suggest elimination from Academy offerings as appropriate. Submit New or updated curriculum to teachers for review (requesting additions or deletions). Finalize curriculum and present new curriculum for approval to applicable authorizing bodies. Be knowledgeable and adjust the curriculum accordingly in light of changing industry demands.
- Assess needs of teachers as to textbooks, electronic texts, and related instructional materials.
- Prepare information for reports to the Tamassee DAR School Board of Trustees when necessary.
- Facilitate teacher and other staff professional development in the area of career education.
- Develop and maintain relationships with industry professionals to promote the goals of the program.
- Maintain relationship with public school-based curriculum specialists to align career and technical education plan with goals of the local school and/or the state department of education.
- Provides oversight and direction for marketing of program and recruitment and admission of students.
- Possess and maintain an educator’s license and administration/supervision certification credentials as defined by local and/or state requirements.
- Help meet the quality improvement efforts of Tamassee DAR School by supporting and encouraging a culture of excellence and continual improvement.

### Required Qualifications

- Master’s degree in Education, Educational Administration, Public Administration or related field; or a Bachelor’s degree with 5 years of experience in Education or Educational Administration.
- Three or more years of experience in workforce development/training.
- Knowledge of local, state and federal laws related to career and technical education, labor and industry.
- Experience with Program Management and Development.
- Experience with Student Management.
- Experience with Curriculum, Instruction and Assessment.
- Must have excellent Interpersonal Skills and Collaborative Skills.
- Must have experience developing and maintaining effective partnerships and community relations.

- Experience with Fiscal Planning and Budget Management.
- Understanding of Cultural Competency.

### **Desirable Qualifications**

- Experience with multi-fund automated accounting and student management systems
- Experience in writing and administering grants.
- Highly proficient in the use of technology for teaching, managing, and marketing.
- Experience in a professional/teaching learning community.
- Experience overseeing the normal school day and school events.
- Experience in working with industry groups.

### **Supervisory Responsibility:**

- This position manages all employees of the Academy, Afterschool and Summer, and Early Childhood Learning and is responsible for the performance management, development and hiring of the employees within that department.

### **Additional Leadership Duties:**

- Serve as a member of the Executive Leadership Team

### **Competencies:**

1. Teaching/Classroom Management Proficiency.
2. Human Resources Capacity.
3. Organizational Skills.
4. Results Driven
5. Teamwork Orientation.
6. Communication Proficiency.
7. Technical Capacity.
8. Business Acumen.
9. Performance Management.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.