

City University of Seattle
Associate Program Director – Tacoma, WA

If you are interested you can go to this [CityU employment link](#)

The Tacoma Associate Program Director should have experience in leading academic teams, supporting pre-service teachers (e.g., edTPA preparation), and supporting post-secondary students in qualitative and/or quantitative research. Familiarity with the Washington State teacher certification process and teacher preparation is preferred. Applicants should embrace a strengths-based approach to education delivered by practitioners using a mixed mode model.

General Job Summary:

Associate Program Directors report to an Academic Program Director and contribute to a quality student experience by ensuring the success of program components, which may include teaching, program design, assessment, technology integrations, and/or curriculum development. Associate Program Directors manage teaching faculty, foster student development, and may engage in academic governance.

Essential Duties and Responsibilities are listed below. Other duties may also be assigned.

1. Program Coordination

Assists the Academic Program Director by assessing, reviewing, and developing specified program components. Maintains program currency and assists in the effort to review and revise programs to enhance the student learning experience.

2. Teaching Excellence

Teaches 3 courses per year or the equivalent, within compensation, as assigned by the Academic Program Director, to ensure quality of program and student learning experience. Models excellence in teaching and learning and fosters student development.

3. Performance of Teaching Faculty

Responsible for assisting the performance of teaching faculty in designated program components. Establishes expectations for excellence in teaching and learning under the supervision of the Academic Program Director. Ensures effective orientation, training, mentoring, and coaching to foster a respectful, empowering learning environment that contributes to a positive faculty and student experience.

4. Curriculum Development and Review

Assists the Academic Program Director in ensuring that program curriculum is in alignment with the CityU Academic Model and focuses on application and current practice. Assumes responsibility for developing program components as assigned and for evaluating and updating existing curriculum. Assists the Faculty/Program Director in ensuring alignment of program with accreditation standards.

5. Student Learning and Development

Supports student learning and engagement. Proactively develops students to become responsible, ethical, self-directed professionals.

6. Academic and Institutional Governance

Engages in formal and/or informal academic and institutional governance by serving on councils and committees.

7. Currency and Scholarship

Ensures currency of assigned faculty. Models, encourages, and promotes scholarship in teaching and learning.

8. Service and Outreach

Participates in and promotes professional communities in area(s) of expertise.