

**Job Title:** Assistant Campus Administrator

**Supervisor:** Campus Administrator

**Employment Terms:** 12 Months

**Salary Range:** \$82,900.80 - \$103,908.80

**Location:** West-MEC Southwest Campus  
500 N Verrado Way  
Buckeye, AZ 85326

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Assist Campus Administrator in the instructional leadership of the campus and supervise secondary and post-secondary programs.
- Assist Campus Administrator in conducting a tiered approach to student intervention and positive behavior.
- Conducts observations of instructional programs and provides feedback to staff in a timely fashion.
- Promote student learning through tracking and analyzing achievement data.
- Reviews lesson plans to assure coverage of career and college standards.
- Reviews teachers' record books for objective recording of pupil progress, as appropriate.
- Implement CTE delivery model.
- Assist with the selection, training, and evaluation of all campus personnel for the purpose of ensuring that standards are achieved.
- Ensures adequate supervision of pupils and facilities.
- Assisting, planning, and organizing, and supervising campus sponsored activities, functions, and events.
- Assists in providing orientation for school personnel.
- Assists in facilitating campus advisory groups.
- Participate in district programs, activities, advisory council and initiatives.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Explains the educational program and District direction to the parents and community.
- Assigns work responsibilities, inspects and supervises the cleanliness and care of the campus facility.
- Assist in developing budget for campus programs.
- Manages site level Student information systems to include student data, reporting, documentation.

- Provides for the timely submission of reports, as scheduled.
- Assure compliance with State and Federal Laws.
- Attend governing board meetings and district meetings.
- Assists Campus Administrator with community relations.
- Assists Campus Administrator in assuring Adult Education compliance with accrediting agencies, US Department of Education, State Approving Agency for veteran education funding, Vocational Rehabilitation Services, etc.
- Collaborates with all staff to ensure Federal Student Aid Participation compliance is adhered to, including, but not limited to, monitoring of Satisfactory Academic Progress, financial literacy, safety, etc.
- Performs other duties as assigned by campus administrator.

**Knowledge and Skills:**

- Knowledge of applicable Federal, State, and County rules and regulations and the ability to interpret and disseminate information.
- Knowledge of West-MEC district policies and procedures.
- Knowledge of organizational theory, leadership training, and instructional strategies.
- Possess project management skills in an education environment.
- Ability to prioritize campus issues.
- Excellent problem solving skills.
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, business and industry.
- Skill in operating a personal computer utilizing a variety of software applications.
- Knowledge of Career and Technical Education programs.
- Knowledge of applicable COE, Federal, State, and County rules and regulations.
- Knowledge of Adult Education policies and procedures.

**Requirements:**

- Administrative experience, Master's degree, or any equivalent combination of experience or education from which comparable knowledge, skills, and abilities have been achieved.
- Arizona Administrative Certification
- Maintains a high level of ethical behavior and confidentiality.
- Ability to work outside normal working hours and evenings.
- Must pass a fingerprint clearance and background check.
- Maintain a valid Arizona Driver's License.

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:**

**Start Date:** July 2024

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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