



## Academic Supervisor

Little Rock Job Corps Center  
6900 Scott Hamilton Dr.  
Little Rock, AR 72209-3144  
<https://littlerock.jobcorps.gov>

Reports to the Education and Training Director and is a salaried, exempt position. Plans, directs and supervises the activities of the Academic Department. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

### Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Plans, directs and supervises the activities of the Academic Department. Insures Job Corps-approved curriculum is being taught in individual classrooms.
- Meets SMART goals established by management every Program Year. Submits on a monthly basis all verified incentives for Academic Instructors.
- Supervises procurement and use of supplemental materials, including multi-media equipment and materials.
- Projects and plans for instructional needs. Ensures proper teaching methods are employed for the subject area being taught.
- Plans and administers departmental budget
- Assesses personnel needs and works with the Human Resources Department to screen and interview potential staff members. Approves promotions, transfers and merit evaluations within the department. Prepares and conducts performance appraisals.
- Prepares and submits reports as required. Insures proper records on students' progress, performance, etc. are maintained by the instructors and proper record of students' attendance is maintained by the Academic Department, utilizing the CIS Attendance Watch report.
- Formulates proposals and makes recommendations to the Director on all changes to policies and procedures pertaining to the Academic Department.
- Analyzes data from questionnaires, interviews, group discussions, etc., to evaluate curriculum teaching methods and community participation in education and other programs.
- Responsible for ensuring departmental equal employment and affirmative action departmental objectives and goals are met.
- Develops a planned orientation program for new instructors and provides for in-service training of all departmental staff. Conducts regular meetings with department staff
- Conducts regular staff meetings to clarify purposes and roles.
- Encourages instructors to share abilities and talents. Arranges and assigns instructor anticipation in center activities outside of the classroom.
- Supervises teaching in the classrooms and makes a periodic evaluation of each instructor.
- Serves on ESP Panels and FFB, as requested.
- Actively provides input of students' progress in Academics to the OMS Workgroup.
- Jointly, with the CTT Manager, is responsible for: counseling students about schedules; scheduling entering students and making schedule changes for others; composing, printing, and distributing weekly master schedule, master summary, and students' copies of individual schedules.
- Adheres to all aspects of ODLE's Quality Assurance Plan to include but not inclusive of checking on a weekly basis that academic managers or designees shall verify that all students have an assigned schedule in CIS covering every period of the day.
- Attends required staff training sessions.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Cultivates and maintains a climate on center that is free of harassment, intimidation and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

**Education and Experience Requirements:**

- Bachelor's degree in Education.
- Three years teaching or work-related experience, one of which was in a supervisory capacity. Prefer two years teaching disadvantaged youth
- Valid State driver's license in the state of employment with acceptable driving record.

**Additional Requirements:** Ability to inspire and motivate staff. Good organizational skills. Ability to obtain and maintain CPR/First Aid Certification. Ability to effectively relate to trainee population. Excellent communication skills, both oral and written. Position requires an ability to operate office equipment and drive an automobile. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

**Working Conditions:** This position involves frequent sitting, and occasional standing, walking, bending, stooping, and squatting. Applicant must be able to see, hear, and speak.

**Environmental Demands:** Position requires ability to spend 15% of work time outside and 85% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.