

Director of Instructional Services
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=223806>

Downloaded On: May. 10, 2024 8:00am

Posted Oct. 18, 2023, set to expire Aug. 4, 2024

Job Title	Director of Instructional Services
Department	Educational Opportunity Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 18, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Teaching & Learning
Job Website	https://www.ubjobs.buffalo.edu/postings/45913
Apply By Email	
Job Description	

Position Summary

The **Director of Instructional Services** (DIS) will provide leadership of the Instructional Services Unit. In this role, the DIS will research, develop, and implement new programs while maintaining high-quality delivery of existing programs. They will oversee program approval and re-approval, distance learning platforms, labor market research, and the academic calendar. Additionally, they will assure compliance with applicable regulations and guidelines including performance guidelines promulgated by the State University of New York and the faculty and staff contracts. They will lead the recruitment, training, retention, evaluation, and support of academic staff and faculty and assure proper assessment of student learning to enhance and improve instruction and student success.

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In this position you will:

- Ensure that site staff and programmatic activities comply with NYS Department of Education and NYS Department of Labor rules, regulations, policies, and procedures.
- Co-develop various professional development workshops for faculty and staff to focus on things such as the impact of poverty, learning strategies, common core standards, data analysis, instructional best practices, integrating technology in the classroom, etc.
- Support diversity and inclusion training for faculty and staff to understand their students in the classroom and personal backgrounds.
- Routinely participate in observations of faculty and staff to mentor and support their professional growth.
- Supervise the faculty and staff in the Instructional Services Unit.
- Responsible for the development and implementation of the master schedule, program and course descriptions.
- Responsible for providing leadership and supporting the integration of technology into instruction.
- Oversee the hiring and orientation of new instructors.
- Conduct consistent program review to ensure offerings are current and viable and to make formal recommendations for course offerings and modifications.
- Develop and implement policies and procedures that improve the delivery and assessment of academic services and enhance existing programs.
- Meet regularly with coordinators, department chairs and staff for the purpose of achieving the center's goals and UCAWD standards.

For 40 years, the [Buffalo Educational Opportunity Center](#) (BEOC) has been in the forefront of providing opportunities through education for economically and educationally disadvantaged citizens in Western New York. The BEOC makes real education and real success a tangible possibility for everyone lifting the community one success story at a time.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

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The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Master's degree in curriculum, education, or related area and professional experience teaching at an academic institution.
- 3 years' experience (including supervision) at a senior administrative level is required.
- Proficiency with Microsoft Office, Brightspace, and Banner with the ability to learn new systems and software.
- Equivalent combination of education and experience will be considered.

Preferred Qualifications

- Must have demonstrated success in leading and motivating faculty and staff within a changing organizational environment.
- Experience working directly with programs that serve a diverse population and underserved students in an adult education setting.
- An earned doctorate in an academic discipline.
- Experience working in a unionized environment.
- The successful candidate should have a proven track record of success in meeting or exceeding school improvement plans.
- A thorough understanding of instructional services' organizational models, especially relative to curriculum development and learning strategies for culturally diverse, economically disadvantaged and underserved adult student populations, is highly desirable.

Contact Information

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Please reference Academickeys in your cover letter when
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Contact

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