

**Job Title:** Campus Administrator

**Supervisor:** Administrator for Learning Systems

**Employment Terms:** 12 Months

**Salary Range:** \$94,940 - \$ 115,140 – Annually

**Essential Duties and Responsibilities:**

- Serves as the instructional leader of the campus and supervises all secondary and post-secondary programs.
- **Serves as the Planning Administrator for the future Southeast Campus (scheduled to open July, 2026)**
- Conducts observations of instructional programs and provides feedback to staff in a timely fashion.
- Implement CTE delivery model.
- Promote student learning through tracking and analyzing achievement data.
- Reviews lesson plans to assure coverage of career and college standards.
- Responsible for the selection, training, and evaluation of all campus personnel for the purpose of ensuring that standards are achieved.
- Plans, organizes, supervises, and directs all campus sponsored activities, functions, and events.
- 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.
- Responsible and accountable for sound fiscal management.
- Attend governing board meetings and district meetings.
- Assures compliance with State and Federal laws.
- Facilitates campus advisory groups.
- Manages site level Student information systems to include student data, reporting, documentation.
- Collaborates with Career Counselor.
- Performs other duties as assigned or required for the purpose of ensuring the efficient and effective functioning of Southwest Campus.
- Assists 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.
- Assist in facilitating communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.

**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 educational 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 of COE, Federal, State, and County rules and regulations.
- Knowledge of Adult Education policies and procedures.

**Requirements:**

- Five to ten years 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.
- 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:** Open until filled

**Start Date:** TBD

**Application Procedure:**

Submit online application: <https://www.west-mec.edu/about-us/careerswest-mec>

Include:

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