

## JOB DESCRIPTION

### *Role Summary*

Job Title	Career and Education Director
Department	Shine Career School
Full / Part-time / Job Share	Full-time

### *Environment and Dynamics*

Reporting to	Country Director (Cambodia)
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### *Objectives and Deliverables*

Job Purpose	The Career and Education Director is responsible for the oversight of the Shine Career School including staff supervision, program assessment, innovative program development, and establishing partnerships within the community.
Accountabilities	Educational Administration Program Development



# HOPE FOR JUSTICE

<p>Role Competencies</p> <p>(i.e. the main activities and responsibilities)</p>	<p><b>Support program development</b> at Shine Career School including identifying gaps in programming or program implementation, plan/implement fixes, and create innovative programming for Shine (vocational and educational training).</p> <p><b>Human resources oversight</b> involving collaboration with the Country Director and the Shine Operations Director to ensure HR policies are in use throughout the school. When needed, the candidate would help develop new policies collaboratively with the aforementioned staff members. Human resources oversight would also include ensuring staff receive appropriate support, training, and supervision.</p> <p><b>Financial oversight</b> in conjunction with the Shine Operations Director by assuring proper approval for expenditures, cost containment, and predicting future financial needs and communicating these to the Country Director.</p> <p><b>Strategic planning and needs assessment</b> through the review of current processes. The Career and Education Director would also need to conduct an annual gap analysis and create a strategic planning process for the school that considers the needs of the clients and staff. These tasks will require the administration of the Shine assessment tools.</p> <p><b>Education oversight</b> including the creation/implementation of IEPs, accurate student transcripts, student educational progress, and educational assessment program. The Career and Education Director will need to develop programming and education and/or career pathways for learners at different levels. There is a particular need for the new Director to increase the experiential learning opportunities and community service outings.</p> <p><b>Career and vocational programming and training oversight</b> including the establishment of new partnerships within the community. The expectation is that the Director would also further develop Shine's Career Day Speaker series, recruit enrichment and job trainers, and develop more opportunities to support the girls' curiosity about different career fields.</p>
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## *Knowledge and Expertise*

<p>Industry or Specialist Qualifications (if applicable)</p>	<p>Bachelor's Degree required; Master of Education (or a closely related field) preferred</p>
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# HOPE FOR JUSTICE

Knowledge and Expertise	<p>Required:</p> <ul style="list-style-type: none"><li>• Intercultural staff management experience</li><li>• Experience in program assessment and development</li><li>• Experience teaching/mentoring culturally diverse adolescents from varied socioeconomic backgrounds</li><li>• Understanding of technical/vocational training landscape</li><li>• Flexible, patient, and culturally-sensitive</li><li>• Client-focused and results-driven</li></ul> <p>Desired:</p> <ul style="list-style-type: none"><li>• Experience working/volunteering with trauma survivors</li><li>• Familiarity with individualized education plans and student assessment methodology</li><li>• Experience with different pedagogical theories and methodologies</li><li>• Teacher training experience</li><li>• Enthusiastic about teaching and learning</li></ul>
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Date Completed	June 2015
Version Number	Version One
Approved by	Director of Survivor Care Support