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## Auburn University Job Description

Job Title:	<b>Dir, EAGLES Program</b>	Job Family:	No Family
Job Code:	<b>AA92</b>	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

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### Job Summary

Directs the EAGLES program providing postsecondary education opportunities for students with intellectual disabilities to engage in a residential campus experience.

### Essential Functions

1. Develops and implements instructional and work-based training-based programs focusing on academics, independent living, personal/social skills, and employment opportunities.
2. Develops and implements instructional and administrative policies, practices, and related material.
3. Oversees and monitors program budget to ensure expenditures are within specifications and are in line with program projections and in compliance with both federal and Auburn University policies and procedures.
4. Plans, coordinates, and conducts University events for EAGLES students. Determines needs and coordinates logistics for events.
5. Develops and implements short-term and long-term plans for EAGLES Program ensuring students are prepared to achieve and maximize their potential.
6. Collaborates with students, families, related staff, faculty, department heads and relevant University administrators and offices to accomplish goals.
7. Supervises and leads EAGLES program staff to include recruitment, reviewing resumes, conducting interviews, and conducting performance reviews. Assists in employee relations issues.
8. Determines public awareness/marketing needs and helps manage, coordinate, prepare, review, and edit an assortment of communications through various media outlets.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	Degree in Special Education, Psychology, Counseling or relevant field.
<b>Experience (yrs.)</b>	5	Experience in special education or related field developing and implementing programs for students with intellectual disabilities.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of current research and evidence-based practices in the delivery of transition services for young adults/students with intellectual disabilities. Excellent interpersonal skills, teamwork, customer service, and problem-solving skills.

#### **Certification or Licensure Requirements**

None required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands,

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/6/2018

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