



Job Description

ACADEMIC PROGRAM DIRECTOR- MFT

Vision Statement

“The Adler Graduate School will be a leader in empowering and developing mental health professionals to transform society through social interest in action.”

Mission Statement

“Preparing mental health professionals with a strong Adlerian foundation to foster encouragement, collaboration, and a sense of belonging to the individuals, families, and the culturally diverse communities they serve.”

JOB TITLE: Program Director- MFT

GENERAL STATEMENT OF DUTIES: Responsible for leadership and direction of the Marriage and Family Therapy program.

SUPERVISION RECEIVED: Reports to Vice President for Academic Affairs.

SUPERVISION EXERCISED: Program faculty and staff

ESSENTIAL FUNCTIONS:

1. Leadership
 - a. Provide program leadership in the development and monitoring of program goals, strategic plans, and a vision for the future including issues of diversity, customer service, and Adlerian Psychology.
 - b. Serve as liaison to oversight bodies which are relevant to the specific program (e.g., MN Board of Marriage and Family Therapy).
 - c. Monitor program admissions, enrollment, and budget.
 - d. Regular attendance in committee forums for which the Program Director has been assigned including at least one standing committee (after six months of employment).
 - e. Provide modeling and support for striving to the highest standards of customer service.
 - f. Hold Program meetings and maintain minutes of these meetings.
 - g. Provide support for the ongoing growth and maturation of the program.

2. Curriculum and Instruction

a. Provide everyday leadership necessary for successful implementation of foundational and advanced MFT curriculum.

b. Coordinate teaching assignments within the program and communicate Program course schedule(s) to the faculty and staff.

c. Provide leadership in program assessment including curriculum development and student outcomes assessment and other activities to maintain a high quality academic program.

d. Collaborate with online education staff to develop distance education course offerings.

e. Provide oversight of field experience coordinators.

3. Advising/ Admissions

a. Facilitate the review, interview, and acceptance process for persons seeking admission to the respective program.

b. Provide oversight of academic and professional advising to students.

c. Conduct or assist with difficult personal, professional, or career-related conversations with students

d. Provide support to other faculty advisors

4. Faculty

a. Recruit, train, and support new faculty.

b. Conduct annual faculty reviews including course evaluation analysis and classroom/courseroom observations.

c. Conduct regular departmental faculty meetings (at least quarterly).

d. Provide program-specific faculty development and assist with school-wide faculty development events.

QUALIFICATIONS:

1. Doctorate from CACREP-accredited institution is preferred. Master's degree from a regionally accredited college or university is required.

2. Current Licensure in Marriage and Family Therapy required.
3. AAMFT approved supervisor certification is preferred. Current certification as a state-approved supervisor is required.
4. Previous or current managerial/supervisory/administrative experience required, with academic administrative experience preferred.
5. Minimum of five years of direct client service in the respective field of study is required.
6. Three-plus years of experience with teaching is required. Higher education teaching experience, especially at the graduate level, is preferred.
7. Experience with learning or teaching in an online setting preferred.
8. Formal training in Adlerian Psychology and/ or commitment to developing proficiency in Adlerian Psychology in alignment with the Mission, Vision, and Values of the Adler Graduate School.

PROFESSIONAL IDENTITY

1. Understanding and demonstration of professional skills and abilities related to the field of marriage, family, and couples therapy and counseling.
2. Commitment to increasing diversity within the organization and to working with an increasingly diverse academic community and community at-large.
2. Knowledge of and commitment to the ethics which guide the practice of professionals in the field.
3. Ability to work effectively with students, alumni, faculty, staff, and organizations in the external community.
4. Ability to assess students' level of performance and skills as a marriage, couples, and family counselor.
5. Ability to serve as a community ambassador for the specific program and Adler Graduate School.

SKILLS:

1. Superior written and oral communication skills, including significant use of the phone, speaking with the public and producing written materials.
2. Technological proficient in Microsoft Office programs and willingness to learn other computer programs as needed.

3. Knowledge of learning management systems, e.g., Moodle, Blackboard.
4. Strong ability to handle multiple projects simultaneously and set priorities.

PHYSICAL/MENTAL DEMANDS:

Prolonged periods of sitting, often while working on a keyboard; some periods of standing; light lifting; and general office work.

Work may require flexibility in scheduling hours of work and, in general, a professional's orientation to task completion.

ENVIRONMENTAL/WORKING CONDITIONS:

The work setting is an educational environment and involves frequent contact with students, alumni, faculty, staff, and the public. Work may be stressful at times.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

February, 2018