



Fulton Adventist<sup>®</sup>  
University College

"Others" | EST 1905

**Job Title:** Bachelor of Education (Secondary) Coordinator/Director

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**Department:** Education

**Reports To:** Deputy Principal (Academic)

**Location:** Fulton Adventist University College, Masimasi, Sabeto, Nadi

**Position Type:** Full-Time

**Position Overview:**

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The Bachelor of Education (Secondary) Coordinator/Director is responsible for overseeing and managing the secondary education program within the School of Education. This role includes coordinating curriculum development, faculty management, student support, and program evaluation to ensure high standards of academic excellence and alignment with accreditation requirements. The Coordinator/Director will work closely with faculty, students, and educational stakeholders to enhance the quality of the program and support future educators in their professional development.

**Key Responsibilities:**

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**1. Program Management:**

- Oversee the daily operations and administration of the Bachelor of Education (Secondary) program.
- Develop and implement program policies, procedures, and guidelines.
- Monitor and ensure compliance with accreditation standards and regulatory requirements.

**2. Curriculum Development:**

- Lead the development and continuous improvement of the secondary education curriculum.
- Collaborate with faculty to design, review, and update course content and teaching methods.
- Ensure alignment with educational standards and best practices in secondary education.

**3. Faculty Coordination:**

- Recruit, train, and evaluate faculty members within the program.
- Facilitate professional development opportunities for faculty.
- Support faculty in instructional planning and delivery.

**4. Student Support:**

- Advise and mentor students on academic and career-related matters.
- Monitor student progress and address any academic or behavioral issues.
- Coordinate field placements, internships, and student teaching assignments.

**5. Program Evaluation and Improvement:**

- Collect and analyze data on program effectiveness and student outcomes.
- Conduct regular program reviews and assessments to identify areas for improvement.
- Implement strategies for program enhancement based on feedback and evaluations.

**6. Collaboration and Outreach:**

- Foster relationships with local schools, educational organizations, and community partners.
- Promote the program through outreach activities, presentations, and recruitment efforts.
- Stay informed about current trends and developments in secondary education.

**7. Administrative Duties:**

- Prepare and manage program budgets and resources.
- Maintain accurate records and documentation related to program operations.
- Participate in institutional committees and contribute to strategic planning.

**Qualifications, Skills, Knowledge and Experience:**

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- Master's degree or higher in Education, Curriculum and Instruction, or a related field. Doctoral degree preferred.
- Current teaching certification or licensure for secondary education.
- Significant experience in secondary education, including teaching and program management.
- Proven experience in curriculum development, faculty supervision, and student advising.
- Strong organisational, leadership, interpersonal and communication skills.
- Ability to work collaboratively with diverse groups and stakeholders.
- Knowledge of accreditation processes and educational standards.
- Understanding and application of the Seventh-day Adventist Church's Philosophy of Education.

**Committee and Board Membership:**

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1. Chair, Department Meeting
2. Member of the Academic Committee
3. Member of the Administration Committee

**Key Performance Indicators:**

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1. Consistently reflects the mission and values of the College.
2. Competently meets the specifications of the Job Description.
3. Has a thorough mastery of the specific knowledge and competencies required for this position.
4. Consistently demonstrates sound judgment in decision making.
5. Seeks guidance from appropriate sources when involved in important decision making.
6. Actively nurtures and supports all people who report directly to him/her.
7. Facilitates the effective management and development of the service under his/her care.
8. Has a clearly defined vision that reflects the University College's mission.
9. Responds positively to feedback.

**Terms and Conditions:**

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The terms and conditions shall be read in conjunction with the *Fulton Adventist University College Employees Handbook*, this job description and the *SPD Working Policy* as amended from time to time.

**Appointed by:**

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Fulton Adventist University College Board

**Term:**

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This is an appointed position. Subject to satisfactory performance the person appointed shall hold office from the time they take up their duties until the end of their term of service. The normal term of service shall be four years.

**Performance appraisal:**

Informal review after 6 months then formal appraisal at 12 - 18-month intervals.

**Responsible to:**

Deputy Principal and Fulton Adventist University College Administration.

**Remuneration:**

As per the SPD Wages Schedule as amended from time to time.

**Personal Commitment:**

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Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the church's Christian values, as referred to in the *Fulton Adventist University College Employees Handbook*, and the *SPD Working Policy*.

**Confirmation:**

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Name of the appointed person:

Signature of the appointed person:

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Date of signing:

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Signature of witness (Fulton Adventist University College Officer):

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