

Attachment 6 – Faculty Hiring Practices

FACULTY HIRING PRACTICES

Faculty recruitment is accomplished at the individual school level. The Director will be hired approximately four months prior to the opening of the Clive, IA location. The school Director is responsible for the recruitment of faculty. Generally, the process for hiring faculty is left to the discretion of the College Director. Standard methods of recruitment include traditional newspaper job listings as well as Internet recruiting on external job boards such as Monster.com and Careerbuilder.com. The Director is provided job descriptions for the positions of Dean, Instructor and School Chair that detail the qualifications required for each position. Naturally, ITT Technical Institute faculty qualifications strictly adhere to ACICS criteria in addition to any specific state requirements for faculty instructing in associate's and bachelor's degree programs. Enclosed are copies of the job descriptions for Director, Dean, Director of Finance, Director of Recruitment, Registrar, School Chair, Residential Instructor, and Online Instructor, as well as, the ACICS criteria for Instructors.

Hiring Process

The position opening is posted on the ITT/ESI company websites both internal and external as well as on external job boards.

Submitted resumes are reviewed by the hiring manager reviews.

Candidates meeting qualifications receive an initial interview by the hiring manager reviewing:

- Academic credentials
- Teaching experience
- Work history
- Professional industry experience
- Academic advising
- Faculty mentoring
- Level of comfort with technology

The best qualified candidates receive a second interview by the hiring manager's supervisor designed to cover:

- Expectations of ITT/ESI faculty members
- The role of the faculty member at the ITT Technical Institute
- Student centered philosophy of teaching
- Teaching experience, courses taught
- Time and expectation management for students

Transcripts are reviewed by the hiring manager to verify degree conferred, accreditation status of conferring institution, and eligibility to teach particular courses.

Next will be the potential job offer and course assignment. The hiring manager will offer the candidate the position and course assignments based on his/her qualifications. A mentor is assigned, professional development plan is reviewed, official copies of academic credentials are obtained and all other required employment paperwork is completed.

Upon hire all employees are required to attend and successfully complete a faculty orientation program.

JOB TITLE: Director
DATE: July 13, 2006**REPORTS TO:** District Manager**SALARY GRADE:** 16-18**DEPARTMENT:** Operations**FLSA CLASSIFICATION:** Exempt

GENERAL SUMMARY:

Responsible for the overall direction and operation of a college within ITT/ESI to achieve optimum growth potential and profit by delivering quality educational programs and services.

DUTIES AND RESPONSIBILITIES (* Essential Functions)

- 1 * Responsible for the total Profit & Loss of assigned college. Plans, organizes and administers operations.
- 2 * Develops the college's business plan and operating budget. Manages budgeting/forecasting process, expense control, capital planning, and ensures profitability.
- 3 * Ensures that management team takes timely and proper action relative to curriculum implementation, recruitment activities, career services support, financial management, academic affairs and facility improvements.
- 4 * Fosters collaboration between ITT/ESI schools.
- 5 * Guides employees and oversees their work to ensure compliance with corporate policies and procedures, ethical practices, and the guidelines of government and accrediting organizations.
- 6 * Provides leadership, direction, motivation and supervision of direct reports. Coaches staff in the growth and improvement of skills through timely, specific and constructive feedback. Oversees the training and development of employees. Screens, interviews and hires managerial level employees.
- 7 * Serves as Local Ethics and Compliance Officer responsible for distributing standards; ensuring appropriate ethics and compliance communication and training; conducting, monitoring and responding to audits; assisting with the investigation and resolution of Alert Line calls and student complaints.
- 8 * Ensures the safety and security of the college's employees, students, records, physical assets and facility.
- 9 * Oversees the college's public relations program. Ensures the college and its personnel are involved with relevant groups and associations as well as being actively involved in the community.
- 10 * Functions as the Student Disability Coordinator (also known as the Section 504 Coordinator) and the Title IX Coordinator.

Must be able to perform all of the essential functions. These functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. These functions also include the ability to:

- Hear, see, and speak to effectively communicate in person and by telephone with supervisors, employees, corporate personnel, school personnel and external contacts.
- Read and understand written documents.
- Write in order to communicate information and ideas so others will understand.
- Travel occasionally in a safe and expeditious manner to off-site locations, including overnight travel.
- Work full time and maintain regular and predictable attendance. Able to work evenings and weekends.

KNOWLEDGE, SKILLS, ABILITIES, ATTRIBUTES

Education.

Bachelors degree from an accredited institution recognized by the US Department of Education. A masters degree is preferred

Qualitative and quantitative educational administration experience.

At least 5 years of progressively responsible experience in education or related experience; at least 2 of those years in a supervisory role.

Strategic management skills.

Possess knowledge and ability to develop multi-year strategic marketing plans and programs. Maintain in depth knowledge and ability to administrate all activities related to the operation of a college.

Superior interpersonal and communication skills.

Possess excellent interpersonal, influencing and collaboration skills. Experience in organizing and writing reports and presentations of a technical nature. Experience in presenting results to all levels of management. Able to work with a variety of disciplines and levels of the organization.

Computer skills.

Efficiently utilize a personal computer and related software including Microsoft Office and the Internet.

Knowledge of principles, practices, procedures and governmental regulations as it pertains to the field of specialty.

Able to provide examples of situations which need rule interpretation and application. Proven experience in performing inductive and deductive reasoning to combine pieces of information to form general rules or conclusions and then apply those rules to specific problems to produce answers.

Creative, innovative, problem solving skills.

Proven educational or administrative experience in solving complex problems for individuals or teams. Experience with analyzing and identifying the strengths and weaknesses of options and exercising critical thinking, problem solving, and judgment skills. Excellent ability to analyze risks and identify ways to mitigate those risks.

Strong work ethic, timely and accurately organize, prioritize and complete all job responsibilities.

Proven track record of project completions on time and within budget or other constraints.

Effectively and efficiently supervise assigned personnel.

Demonstrated leadership skills including experience in supervising employees including assigning work, training employees, and conducting job performance reviews. Able to recruit, interview and hire new employees for the assigned area.

Work independently and with minimal supervision while maintaining a high level of quality work product and output.

Proven record of multi-tasking and ability to handle a high pressure environment with significant timeline pressures

Interact in a cooperative and professional manner with others, work in a team environment.

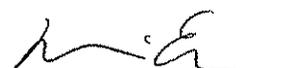
Past history of developing constructive and cooperative working relationships with others and maintaining them over time.

This description is intended to indicate the kind of duties and level of difficulty required at this classification; it is not intended to contain a comprehensive inventory of all duties nor to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision



Operating Committee or Direct Report Approval

DATE: 7/20/06



HR/Compensation Approval

DATE: 7/21/06

JOB TITLE: Dean
DATE: March 1, 2006**REPORTS TO:** College Director**SALARY GRADE:** 14-16**DEPARTMENT:** Academic Affairs**FLSA CLASSIFICATION:** Exempt

GENERAL SUMMARY:

Provides leadership for the academic objectives, plans and programs of ITT/ESI within the college. Delivers quality education by managing academic curriculum, ensuring proper instruction, managing the learning environment and facilitating use of the organization's learning methods and materials. Responsible for maximizing the successful retention and graduation of enrolled students. Delivers results consistent with approved operating plan and in compliance with state, federal and corporate regulations and policies.

DUTIES AND RESPONSIBILITIES (* ESSENTIAL FUNCTIONS)

1. * Delivers quality education by managing ITT Technical Institute academic curriculum, ensuring proper instruction and delivery of curriculum materials, managing the learning environment, and facilitating the use of the organization's learning methods and materials.
2. * Leads and manages the Academic Affairs department by hiring, training and developing quality staff, providing performance feedback and coaching, and facilitating resource scheduling and utilization.
3. * Directs and evaluates the achievement of student performance objectives. Performs attrition analysis and directs the college's retention program.
4. * Creates academic goals and objectives for the college's Institutional Effectiveness Plan. Develops and coaches staff in the achievement of the goals and objectives.
5. * Ensures corporate, state and regulatory compliance within Academic Affairs by staying abreast of regulations, ensuring understanding and compliance within department staff, and providing proper and timely documentation to support regulatory compliance.
6. * Provides quality student services by ensuring proper and timely orientation, providing academic support to enable student academic success, and advising and documenting students on academic issues.
7. * Ensures customer satisfaction by understanding student and employer needs, analyzing customer feedback and implementing appropriate improvement initiatives.
8. * Collaborates with other college leadership staff to achieve desired organizational results in areas of customer satisfaction, student retention, staff retention, graduation rates and satisfactory student progress and other compliance and organizational metrics and goals.
9. * Establishes advisory committees and professional organizations to ensure curricula are compatible with employer needs.
10. Participates in the development of the college's business plan and budget.

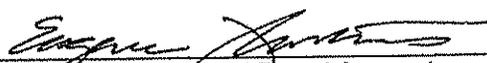
Must be able to perform all of the above essential functions. These functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. These functions also include the ability to:

- Hear, see, and speak to effectively communicate in person and by telephone with supervisors, employees, corporate personnel, school personnel and external contacts.
- Read and understand written documents.
- Write in order to communicate information and ideas so others will understand.
- Work full time and maintain regular and predictable attendance. Able to work hours that support day, evening and weekend school operations.

KNOWLEDGE, SKILLS, ABILITIES, ATTRIBUTES

1. Education.
Masters degree in a related area from an accredited institution recognized by the US Department of Education.
2. Qualitative and quantitative educational experience.
At least five years relevant experience, two of those years in a supervisory capacity. Must have three years experience in post-secondary education at an accredited institution. Experience working with accrediting and regulatory agencies preferred.
3. Superior interpersonal and communication skills.
Experience in organizing and writing reports and presentations. Able to interact with all levels of management, employees and students. The ability to utilize different methods and mediums to deliver material. Excellent verbal and written communication skills as well as planning, organizing and delegation skills.
4. Computer skills.
Efficiently utilize a personal computer and related software including Microsoft Office, course management system software, and internet proficiencies.
5. Effectively and efficiently supervises assigned personnel.
Skilled in recruiting, interviewing and hiring new employees. Experience in supervising employees with ability to assign work, train employees, and conduct job performance reviews. Able to foster a positive and productive work environment with ability to lead, build teams and motivate staff
6. Creative, innovative, problem solving skills.
Proven educational or administrative experience in solving complex problems for individuals or teams. Experience with analyzing and identifying the strengths and weaknesses of options and exercise critical thinking, problem solving, and judgment skills.
7. Flexibility.
Demonstrates a willingness to adapt and maintain a positive orientation to change and to learn new methodologies, technologies and systems.
8. Strong work ethic, timely and accurately organize, prioritize and complete all job responsibilities.
Proven track record of project completions.
9. Work independently and with minimal supervision while maintaining a high level of quality work product and output.
Proven record of multi-tasking and ability to handle a high pressure environment with significant timeline pressures.
10. Interact in a cooperative and professional manner with others, work in a team environment.
Past history of developing constructive and cooperative working relationships with others and maintaining them over time.

This description is intended to indicate the kind of duties and level of difficulty required at this classification; it is not intended to contain a comprehensive inventory of all duties nor to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.



Operating Committee or Direct Report Approval

DATE: 7/22/06



HR/Compensation Approval

DATE: 7/22/06

Job Title: Program Chair

DATE: June 1, 2006

Applies to: Program of Specialty

SALARY GRADE: 12

Reports to: Chair or Dean

FLSA CLASSIFICATION: Exempt

GENERAL SUMMARY:

Serves as a technical expert on curriculum of the program of specialty for faculty and students. Assists in supervising instructors in assigned program of study. Supports student retention strategies to ensure retention objectives are met. Maintains a teaching load.

DUTIES AND RESPONSIBILITIES (* ESSENTIAL FUNCTIONS)

1. * Serves as a subject matter expert for students, instructional staff and advisory committees regarding academic curriculum and technical information.
2. * Supports student retention strategies.
3. * Collaborates with Corporate Curriculum and Academic Affairs management to implement new program curricula. Ensures program objectives are consistent with catalog and course syllabi. Keeps abreast of education and technical methodology advancements.
4. * Coordinates with Associate Dean to conduct instructor conferences and professional development sessions to provide technical assistance and advice on information affecting program objectives.
5. * Conducts regular curriculum implementation meetings with faculty. Recommends improvement in curriculum design.
6. * Assists in coaching, observing and advising instructors on improvements of instructional methods and techniques. Contributes to the evaluation of instructor performance and recommends corrective action as necessary.
7. * Assists with faculty scheduling and hiring, student problem resolution, implementing new or revised policies and procedures, and student orientation and advising.
8. * Coordinates core course academic support programs, certification programs, and student professional associations at the school.
9. * Maintains teaching assignment as scheduled.

Must be able to perform all of the above essential functions. These functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. These functions also include the ability to:

- Hear, see, and speak to effectively communicate in person and by telephone with students, supervisors, employees, corporate personnel, school personnel and external contacts.
- Read and understand written documents.
- Write in order to communicate information and ideas so others will understand.
- Present material in order to communicate information and ideas so others will understand.
- Work full time and maintain regular and predictable attendance. Able to work hours that support day, evening and weekend classes.

KNOWLEDGE, SKILLS, ABILITIES, ATTRIBUTES

1. Education.
Bachelor's degree is required. Faculty teaching upper division or general education courses must have a minimum of a Master's degree or when applicable, an equivalent professional certification or other related documented learning or expertise. A Professional certification or a Masters degree may also be required for program/subject matter expertise. Formal education degrees must be from an accredited institution recognized by the US Department of Education.
2. Qualitative and quantitative academic preparation.
Must have a minimum of 15 semester hours in the subject area. The required level of academic preparation may be higher in some states.
3. Industry/teaching experience.
Minimum of five years of applicable experience in the field of specialty, including two years of related teaching experience in a post-secondary accredited institution is required. A thorough knowledge of program offerings, instructional methodology, and effective utilization and administration of the program is necessary. Supervisory experience is helpful.
4. Superior interpersonal and communication skills.
Experience in presenting material to all levels of employees or students. Possess strong interpersonal skills such as:
 - * the ability to build cooperative relationships by being perceptive of others' reactions and understanding why they react as they do
 - * selling or influencing others—convincing others to change their minds or actions
 - * ability to utilize different methods and mediums to deliver course material.
5. Computer skills.
Efficiently utilize a personal computer and related software including Microsoft Office, course management system software, and internet proficiencies.
6. Creative, innovative, problem solving skills.
Proven educational or administrative experience in solving complex problems for individuals or teams. Experience with analyzing and identifying the strengths and weaknesses of options and exercise critical thinking, problem solving, and judgment skills.
7. Strong work ethic, timely and accurately organize, prioritize and complete all job responsibilities.
Proven track record of project completions.
8. Work independently and with minimal supervision while maintaining a high level of quality work product and output.
Proven record of multi-tasking and ability to handle a high pressure environment with significant timeline pressures.
9. Interact in a cooperative and professional manner with others, work in a team environment.
Past history of developing constructive and cooperative working relationships with others and maintaining them over time.
10. Acquire and maintain licenses if needed.
Able to obtain and maintain licenses if applicable as required by state or accrediting commissions.

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Operating Committee or Direct Report Approval

DATE: 8/31/06



HR/Compensation Approval

DATE: 7/27/06

JOB TITLE: Registrar**DATE:** March 8, 2007**REPORTS TO:** College Director**SALARY GRADE:** 10-12**DEPARTMENT:** Operations**FLSA CLASSIFICATION:** Exempt

GENERAL SUMMARY:

Manages student course scheduling in order to achieve maximum section size and efficient utilization of facilities, equipment and Human Resources in accordance with Company goals and objectives. Manages student records and enrollment status from admissions through graduation.

DUTIES AND RESPONSIBILITIES (* ESSENTIAL FUNCTIONS)

1. * Determines ideal course schedule for students by manipulating computerized course scheduling output to ensure efficient use of facilities, equipment and human resources.
2. * Negotiates with the Dean in order to resolve conflicts with final schedule results.
3. * Manages and ensures validity of tables in the computerized scheduling software.
4. * Evaluates transcripts for possible course transfer credits. Analyzes related course content from transferring schools for equivalent course material and approves the appropriate credit. Collaborates with Chairs or Dean for program specific coursework for transfer credit.
5. * Manages requests for student program and course status changes.
6. * Performs degree audits to ensure students meet program requirements and approves graduation eligibility of students.
7. * Ensures student requests for transcripts and enrollment/degree verifications are completed in a timely manner.
8. * Oversees the maintenance and security of student admissions and academic records.
9. * Partners with functional managers to achieve desired organizational results in areas of customer satisfaction, student retention, staff retention, graduation rates and satisfactory student progress and other compliance and organizational metrics and goals.
10. May supervise Record Coordinators.

Must be able to perform all of the above essential functions. These functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. These functions also include the ability to:

- Hear, see, and speak to effectively communicate in person and by telephone with supervisors, employees, corporate personnel, school personnel, students and their families and external contacts.
- Read and understand written documents.
- Write in order to communicate information and ideas so others will understand.
- Work full time and maintain regular and predictable attendance. Able to work evenings and weekends as necessary.

KNOWLEDGE, SKILLS, ABILITIES, ATTRIBUTES

1. Education.
Bachelor's degree in Education, Business Administration or related area from an accredited institution recognized by the US Department of Education. A Masters degree is desirable.
2. Qualitative and quantitative educational experience.
At least three years of related experience with student/customer contact. Experience in an educational administration environment is preferred.
3. Superior interpersonal and communication skills.
Able to interact with all levels of management, employees, students and outside contacts. Excellent verbal and written communication skills. Possess strong interpersonal skills such as:
 - * the ability to build cooperative relationships by being perceptive of others' reactions and understanding why they react as they do.
 - * the ability to deliver negative information and receive unfavorable responses while maintaining a professional demeanor.
4. Computer skills.
Efficiently utilize a personal computer and related software including Microsoft Office and internet proficiencies. Student course scheduling software or similar database experience is preferred.
6. Creative, innovative, problem solving skills.
Proven educational or administrative experience in solving complex problems for individuals or teams. Experience with analyzing and identifying the strengths and weaknesses of options and exercise critical thinking, problem solving, and judgment skills.
7. Critical thinking and analytical skills.
Able to look at all options and select the best one.
8. Flexibility.
Demonstrates a willingness to adapt and maintain a positive orientation to change and to learn new methodologies, technologies and systems.
9. Strong work ethic, timely and accurately organize, prioritize and complete all job responsibilities.
Able to utilize discretion and maintain confidentiality at all times. Proven track record of project completions with excellent attention to detail.
10. Work independently and with minimal supervision while maintaining a high level of quality work product and output.
Proven record of multi-tasking and ability to handle a high pressure environment with significant timeline pressures.
11. Interact in a cooperative and professional manner with others, work in a team environment.
Past history of developing constructive and cooperative working relationships with others and maintaining them over time.

This description is intended to indicate the kind of duties and level of difficulty required at this classification; it is not intended to contain a comprehensive inventory of all duties nor to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.



Operating Committee or Direct Report Approval

DATE: 3/13/07



HR/Compensation Approval

DATE: 3/13/07

Job Title: Director of Recruitment

Date: June 17, 2004

Department: Recruitment

SG: 14-16 E

Reports to: College Director

General Summary:

Establishes and administers a variety of comprehensive programs related to student recruitment in order to meet ITT/ESI's recruitment goals.

Duties and Responsibilities (* Essential Functions):

1. * Accountable for the overall success of the Recruitment Department including meeting recruiting objectives.
2. * Screens, interviews and makes recommendations for hiring potential employees.
3. * Provides leadership, direction, motivation and supervision of direct reports. Appraises performance, provides feedback, takes corrective action when necessary and oversees training and development of staff.
4. * Monitors the status of all recruitment prospects, analyzes statistical recruiting data and provides input where needed.
5. * Works closely with the Marketing Department to develop and implement marketing strategies and programs to increase awareness of ITT/ESI's programs and services and to attract a diverse population of students at high schools, businesses, industries, and minority communities.
6. * Ensures compliance with corporate policies and procedures, ethical practices, and the guidelines of government and accrediting organizations.
7. * Supports the administration of the ITT/ESI Representative Compensation Plan.
8. * Obtains and maintains ITT/ESI's Recruitment Presentation Certification.
9. Participates in the development of the college's business plan by recommending recruiting goals, budgets and staffing plans.
10. Assists in college public relations activities. Assists the Director in development and maintenance of government and agency contacts to promote ITT/ESI.

Must be able to perform all of the above essential functions. These functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. These functions also include the ability to:

- Hear, see, and speak to effectively communicate in person and by telephone with supervisors, direct reports, employees, corporate personnel, school personnel, prospective students and external contacts.
- Present training and sales material to small and large groups of diverse populations.
- Read and understand written documents.
- Write in order to communicate information and ideas so others will understand.
- Occasionally travel in a safe and expeditious manner to off-site locations. May include overnight travel.
- Work full time and maintain regular and predictable attendance. Able to work occasional evenings and weekends.

KNOWLEDGE, SKILLS, ABILITIES, ATTRIBUTES

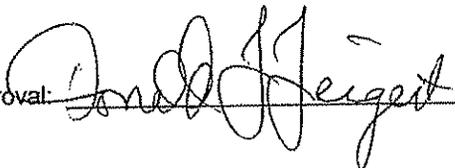
1. Related education.
2. Qualitative and quantitative sales or recruitment experience.
3. Presentation skills.
4. Computer skills.
5. Strong interpersonal and communication skills.
6. Creative, innovative problem solving skills.

7. Strong work ethic, timely and accurately organize, prioritize and complete all job responsibilities.
8. Work independently and with minimal supervision while maintaining a high level of quality work product and output.
9. Work in a harmonious manner, interact in a cooperative and professional manner with others, work in a team environment.

WAYS TO OBTAIN/DEMONSTRATE

1. Knowledge of sales and management techniques typically acquired through completion of Bachelor's degree in marketing, business, or related area.
2. Two to four years experience in student recruitment or other intangible sales or related area. At least one of those years experience should be in management.
3. Previous proven success in presenting sales or training material.
4. Efficiently and effectively utilize a personal computer and related software including Microsoft Office, the Internet, and database systems.
5. Experience in organizing and writing reports and presentations. Able to interact with employees and outside contacts of all levels.
6. Proven educational or administrative experience in solving complex problems for individuals or teams. Experience with analyzing and identifying the strengths and weaknesses of options and exercise critical thinking, problem solving, and judgment skills.
7. Proven track record of handling and organizing multiple items with timely completions.
8. Proven record of multi-tasking and ability to handle a high pressure environment with timeline pressures.
9. Past history of developing constructive and cooperative working relationships with others and maintaining them over time.

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Department, VP, Approval:  DATE: 7-14-04

HR/Compensation:  DATE: 7/13/04

Job Title: Instructor

DATE: June 1, 2006

Reports to: Chair

SALARY GRADE: 10-12

Department: Academic Affairs

FLSA CLASSIFICATION: Exempt

GENERAL SUMMARY:

Delivers quality instruction ensuring student satisfaction by instructing students in a classroom or laboratory setting according to program objectives and course syllabi.

DUTIES AND RESPONSIBILITIES (* ESSENTIAL FUNCTIONS)

1. * Develops daily lesson plans to include instructional aids.
2. * Teaches material from approved curriculum in accordance with assigned schedule to ensure student satisfaction.
3. * Assists students in achieving completion of objectives. Provides regular, accurate and timely feedback to students relative to their performance.
4. * Exercises normal classroom supervision to effect a positive learning environment.
5. * Advises students on matters related to academics, behavior, attendance, etc.
6. * Participates in school retention initiatives by maintaining productive contact with students and by getting in touch with and offering assistance to absent students. Assists in student concern resolution.
7. * Motivates students to actively participate in all aspect of the educational process, including but not limited to, class discussions, demonstrations, outside assignments, research, enrichment activities, etc.
8. * Maintains and reports student grades and attendance in accordance with company policies and school procedures.
9. * Completes professional development and in-service activities in accordance with college standards and/or as assigned.
10. * Maintains expertise in subject area in order to provide students with current trends and to recommend improvements in curriculum design.
11. * Participates in department curriculum implementation and development meetings. Recommends improvement in curriculum design.
12. * Instructs students in laboratory safety procedures when applicable.
13. Participates in core course academic support programs, certification programs, and student professional associations at the school when possible.
14. Performs duties in the Learning Resource Center as assigned.

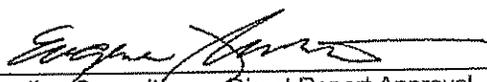
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- Hear, see, and speak to effectively communicate in person and by telephone with students, supervisors, employees, corporate personnel, school personnel and external contacts.
- Read and understand written documents.
- Write in order to communicate information and ideas so others will understand.
- Present material in order to communicate information and ideas so others will understand.
- Maintain regular and predictable attendance. Able to work evenings and weekends.

KNOWLEDGE, SKILLS, ABILITIES, ATTRIBUTES

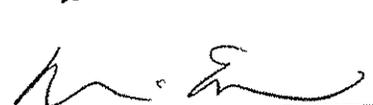
1. Education.
Bachelor's degree in a related area is required. Faculty teaching upper division or general education courses must have a minimum of a Master's degree or when applicable, an equivalent professional certification. A Professional certification or a Masters degree may also be required for program/subject matter expertise. Formal education degrees must be from an accredited institution recognized by the US Department of Education.
2. Qualitative and quantitative academic preparation.
Must have a minimum of 15 semester hours in the subject area. The required level of academic preparation may be higher in some states.
3. Industry/teaching experience.
Minimum of three years applicable experience in the subject matter area is required. Teaching experience in post-secondary education at an accredited institution is preferred.
4. Superior interpersonal and communication skills.
Experience in presenting material to all levels of employees or students. Possess strong interpersonal skills such as:
 - * the ability to build cooperative relationships by being perceptive of others' reactions and understanding why they react as they do
 - * selling or influencing others—convincing others to change their minds or actions
 - * ability to utilize different methods and mediums to deliver course material.
4. Computer skills.
Efficiently utilize a personal computer and related software including Microsoft Office, course management system software, and internet proficiencies.
5. Creative, innovative, problem solving skills.
Proven educational or administrative experience in solving complex problems for individuals or teams. Experience with analyzing and identifying the strengths and weaknesses of options and exercise critical thinking, problem solving, and judgment skills.
6. Strong work ethic, timely and accurately organize, prioritize and complete all job responsibilities.
Proven track record of project completions.
7. Work independently and with minimal supervision while maintaining a high level of quality work product and output.
Proven record of multi-tasking and ability to handle a high pressure environment with significant timeline pressures
8. Interact in a cooperative and professional manner with others, work in a team environment.
Past history of developing constructive and cooperative working relationships with others and maintaining them over time.
9. Acquire and maintain licenses if needed.
Able to obtain and maintain licenses if applicable as required by state or accrediting commissions.

This description is intended to indicate the kind of duties and level of difficulty required at this classification; it is not intended to contain a comprehensive inventory of all duties nor to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.



Operating Committee or Direct Report Approval

DATE: 7/24/06



HR/Compensation Approval

DATE: 7/24/06

JOB TITLE: Director of Career Services (DOCS)
DATE: March 3, 2005**REPORTS TO:** College Director**SALARY GRADE:** 11-13**DEPARTMENT:** Career Services**FLSA CLASSIFICATION:** Exempt

GENERAL SUMMARY:

Directs and oversees the school's Career Services Department to provide career services and employment assistance to students, graduates, and alumni by building relationships with local corporate, non-profit and government employers and providing career counseling. Responsible for graduate employment results in the school.

DUTIES AND RESPONSIBILITIES (* ESSENTIAL FUNCTIONS):

1. * Accountable for the overall success of the Career Services Department including achieving graduate employment goals. Develops and implements marketing plans to achieve these goals.
2. * Successfully completes ITT/ESI's Corporate Presentation Skills training program. Maintains presentation skills certification.
3. * Organizes and sets the Career Services Program on an annual basis. Schedules dates for employer information sessions, interviews, and fairs.
4. * Provides leadership, direction, motivation and supervision of direct reports which may include Career Services Specialist, Career Services Assistant and Secretary employees. Oversees training and development of staff.
5. * Builds effective relationships with local and regional corporations, non-profit and government organizations and community partners to identify employment opportunities and to promote the school's qualified students, graduates, and alumni.
6. * Develops and maintains systems for identifying employment opportunities in the community. Represents the college and its students/alumni to the community, public, and private agencies by networking and serving on boards, attending community events and professional group meetings.
7. * Solicits job leads and opportunities for graduates by phone and personal contacts with employers. Conducts professional presentations to employers regarding hiring relationships as dictated by company standards.
8. * Assists graduates in securing employment in their field of training. Provides assistance in helping enrolled students obtain non-degreed employment while still enrolled at ITT.
9. * Provides career coaching, including seminars and workshops, in interviewing techniques and other job search skills training.
10. * Ensures assistance is provided to students desiring to obtain employment while enrolled at ITT.
11. * Oversees the up-to-date maintenance of the Career Services database, documentation, reports and student records in accordance with company policies. Tracks and reports activities that measure department's effectiveness.
12. * Verifies that the operations of the Career Services Department are in compliance with government and accreditation regulations at all times.
13. * Manages the quality survey function to measure graduates' employment success and employers' satisfaction with the quality of education provided to graduates.
14. Participates in public relations activities promoting the school.
15. Keeps abreast of new career services opportunities and strategies.
16. Serves as a member of the school's Advisory Committee.

Must be able to perform all of the above essential functions. These functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. These functions also include the ability to:

- Hear, see, and speak to effectively communicate in person and by telephone with supervisors, employees, corporate personnel, school personnel and external contacts.
- Present training and sales material to small and large groups of diverse populations.
- Read and understand written documents.
- Write in order to communicate information and ideas so others will understand.
- Maintain a valid drivers license and travel regularly in a safe and expeditious manner to off-site locations on a regular basis. May include overnight travel.
- Work full time and maintain regular and predictable attendance. Able to work occasional evenings and weekends.

KNOWLEDGE, SKILLS, ABILITIES, ATTRIBUTES

1. Related education.
2. Qualitative and quantitative career services experience.
3. Presentation skills.
4. Superior interpersonal and communication skills.
5. Computer skills.
6. Creative, innovative, problem solving skills.
7. Apply and maintain a broad knowledge of principles, practices, procedures and governmental regulations as it pertains to the field of specialty.
8. Strong work ethic, timely and accurately organize, prioritize and complete all job responsibilities.
9. Effectively and efficiently supervise assigned personnel.
10. Work independently and with minimal supervision while maintaining a high level of quality work product and output.
11. Work in a harmonious manner, interact in a cooperative and professional manner with others, work in a team environment.

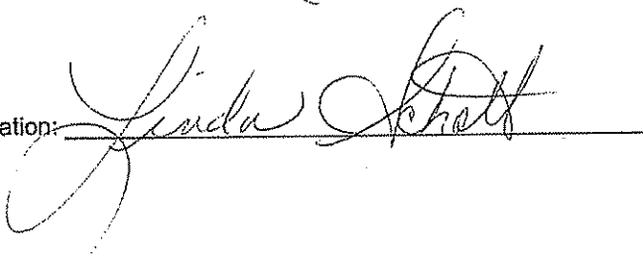
WAYS TO OBTAIN/DEMONSTRATE

1. Bachelor's degree in a social science discipline, human resources, business, marketing, a related area or equivalent experience.
2. Minimum of three years experience in recruiting, career services and employment assistance, or sales experience with demonstrated success in selling to mid- to upper-level management in the corporate sector.
3. Previous proven success in presenting sales or training material
4. Experience in organizing and writing reports and presentations. Experience in presenting results to all levels of management.
5. Efficiently and effectively utilize a personal computer and related software including Microsoft Office and the Internet.
6. Proven educational or administrative experience in solving complex problems for individuals or teams. Experience with analyzing and identifying the strengths and weaknesses of options and exercise critical thinking, problem solving, and judgment skills.
7. Able to provide examples of situations which need rule interpretation and application. Proven experience in performing inductive and deductive reasoning to combine pieces of information to form general rules or conclusions and then apply those rules to specific problems to produce answers.
8. Proven track record of project completions
9. Experience in supervising employees including assigning work, training employees, and conducting job performance reviews. Able to recruit, interview and hire new employees for the department.
10. Proven record of multi-tasking and ability to handle a high pressure environment with significant timeline pressures.
11. Past history of developing constructive and cooperative working relationships with others and maintaining them over time.

This description is intended to indicate the kind of duties and level of difficulty required at this classification, it is not intended to contain a comprehensive inventory of all duties nor to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.

Department, VP, Approval: 

DATE: 3/4/05

HR/Compensation: 

DATE: 4-26-05

ITI/ESI

JOB DESCRIPTION

JOB TITLE:	ON-LINE INSTRUCTOR	DATE:	August 12, 2002
BUSINESS UNIT:	Operations	LOCATION:	Field
DEPARTMENT:	Academic Affairs		
REPORTS TO:	Program Dean, E-Learning		

SUMMARY: Instructs students on-line and by phone according to program objectives and course syllabi.

ESSENTIAL RESPONSIBILITIES:

- Teaches material from approved curriculum in accordance with assigned schedule.
- Assists students through on-line discussions and by telephone in achieving completion objectives. Provides regular, accurate and timely feedback to students relative to their performance.
- Exercises and insures students' proper on-line decorum to effect a positive learning environment.
- Motivates students to actively participate in all aspects of the educational process, including but not limited to class discussions, discussion threads, outside assignments, research, and enrichment activities, which includes tracking and assistance in the completion of all assignments.
- Maintains and reports student grades and participation.
- Maintains expertise in subject area so as to provide students with current trends in the subject matter.
- Completes professional development and in-service activities in accordance with college standards and/or as assigned by Associate Dean or Dean.
- Advises student on matter related to assignment which includes contact via email and/or telephone.
- Participates in department curriculum implementation and development meetings; recommends improvements in curriculum design.

SECONDARY RESPONSIBILITIES:

- Performs other duties or special projects as assigned.

RESPONSIBILITY AND AUTHORITY:

- Directly Supervises: None
- Supervision Received: No on-site supervision provided. Receives course assignments and interpretation of Company and school policy with regard to administration of policies in classroom. General guidance and assistance on methods of on-line instructional delivery with oversight of completed work.
- Employee Relations: Must maintain harmonious relationships with other faculty and staff to enrich the learning environment for students.
- Materials, Products or Equipment: Safeguards proprietary information; promotes efficient use of instructional materials.
- Financial: None
- Business Contacts:
Internal - Occasional contact with other faculty and staff to provide/receive information or discuss/resolve issues affecting the instruction.
External - Frequent on-line or phone contact with students to teach, advise or resolve minor problems/issues related to students' enrollment status. May affiliate with professional organizations or Program Advisory Committee related to area of instructional responsibility.

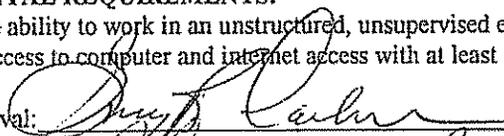
REQUIRED KNOWLEDGE (EDUCATION, EXPERIENCE, LICENSES), SKILLS, ABILITIES:

- Faculty teaching courses which are part of a baccalaureate degree program, and faculty hired as General Education Instructors, must have a minimum of a Masters degree.
- All faculty must have a minimum of 9 semester hours of academic preparation in the subject area to teach lower division courses, and a minimum of 15 semester hours in the subject area to teach upper division courses. The required level of academic preparation may be higher in some states.
- Professional certifications may be required for specific course curriculums.
- Three years of continuous related professional experience in the subject area preferred.
- Three years of teaching experience in higher education is highly preferred
- Licenses as required by state or accrediting commissions.
- Ability to communicate clearly and effectively verbally and in writing.
- Must be proficient with e-mail and Internet use and access. Must become proficient in use of on-line software for instructional delivery.
- Refer to Academic Affairs Manual #SCH 1.0 in the Faculty Assignment Section for more information on hiring faculty on a temporary basis. Reference the applicable accreditation criteria

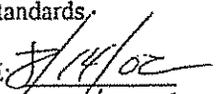
PHYSICAL/MENTAL REQUIREMENTS:

- Must possess ability to work in an unstructured, unsupervised environment.
- Must have access to computer and internet access with at least the defined minimum standards.

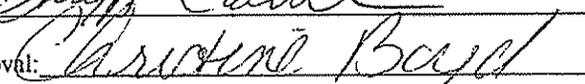
Department Approval:



DATE:



Compensation/HR Approval:



DATE:

