



Title: Program Administrator
Employment Type, Full-time
Reports to: Executive Director
Direct Reports: Program Staff & Faculty

Summary

This new position will be responsible for growing and advancing programmatic objectives of LASE's strategic plan. The Program Administrator must have experience working in education and have a commitment to serving all children who learn differently. On a day-to-day basis, this role leads, manages, and coordinates the work of 20 SPED educators, S/L Pathologists and Teacher Assistants in 16 schools within the STL Metro Area. The Program Administrator is a skilled leader with experience interfacing with principals and school administration. They are a demonstrated leader with experience in building collaborative relationships, practicing diplomacy, expanding and growing programmatic initiatives, and a self-starter.

A. Program Strategy & Leadership

- Work in collaboration with LASE leadership to implement strategic vision that will inform short- and long-term program goals consistent with the strategic plan.
- Ensure LASE programs are aligned and coordinated and barriers to collaboration are reduced to ensure consistency and produce results
- Support fundraising efforts for the organization, including working with development staff to craft strategies that will engage new funders and donors
- Lead all program expansion/grow efforts to increase LASE's value proposition (early childhood, beyond STL, adding services (OT, PT), accelerated learning, etc.)
- Establish annual program goals, faculty goals, metrics and objectives and track results against those goals
- Monitor and evaluate program activities on a regular basis
- Build collaborative relationships with school principals, teachers, parents and other constituencies that impact the LASE ministry.
- Come to appreciate and then develop and share widely the LASE Theory of Change.
- Develop and implement the Outcomes Model of program impact in addition to program outputs.
- Use both the Theory of Change and Outcomes Model as the management tool for program evaluation.

B. Operations & Management

- Solely responsible for determining schools' needs for educators, recruitment to meet those specific needs, interviewing, assessing, selecting for leadership approval, training, mentoring, and appraising all program segment employees
- Supervise the Program Staff & Faculty
- Oversee the professional development plan for faculty
- Oversee the grant process for education related requests
- Develop new assessment tools to monitor student and faculty success
- Develop workshops for schools, parents and teachers surrounding special education
- Work with leadership team to develop and shape faculty positions when appropriate and participate in hiring decisions for new faculty
- Work closely with business office to budget and monitor programmatic operations to ensure sound fiscal management.
- Develop strategies to empower, motivate and develop educators.
- Develop the Assessment Tool for student evaluation as a means to support students and expand LASE program offerings in current and potential new schools.
- Other duties as assigned

Competencies

- Initiative, proactive, and positive attitude
- Efficient, resourceful and goal-oriented
- Self-starter and curious learner
- Embraces change and can pivot accordingly
- Building collaborative relationships/partnerships
- Strong managerial and supervisory skills
- Resilient problem solver
- Professionalism and strong oral and written communication skills

Qualifications

- Demonstrated accomplishments in a senior management role; with a proven track record in building and managing effective teams
- Previous experience in education, special education and gifted learning education
- Effective team leadership and managing change
- Demonstrated ability to mentor, coach, empower, and motivate
- Experience in program development and management
- A strategic mindset and ability to connect programs to organizational goals and outcomes
- Have a familiarity with Google docs, Outlook, and Microsoft Office applications

Education and Experience

- A Master's degree plus a minimum of 3-5 years of experience in Education and Administration

Work environment

- Full time-12 month position
- M-F Days and hours of work are 7:30 – 4:00pm
- Collaborative environment

Additional Requirements

- Christian (Lutheran preferred)
- Background check
- Reference checks

LASE offers a rich healthcare benefits package (with no cost to employees); generous retirement (8.7%) and disability plan.

Who we are: *LASE Specialized Education* is an organization that provides special education services for Lutheran Schools in the St. Louis metropolitan area. Since 1956, our mission is to provide Christ-centric education to students with unique learning needs (not just those that qualify for public school assistance) so they can grow academically, socially and spiritually. We accomplish this by providing special education expertise, consultation, speech/language services and other assistance programs that are customized for the schools we serve.

Please submit cover letter and resume to info@lutheranspecialized.org.

For more information about our ministry please log onto:
www.lutheranspecialized.org