

## **DIRECTOR OF EDUCATION**

### **I. DUTIES AND RESPONSIBILITIES**

- a. Serves as a voting member of the Academy's Board of Directors.
- b. Serves as the liaison between the Board of Directors, Online Education Committee, CSM Program Committee, and Annual Conference Committee
- c. Coordinates regular communication with Online Education, CSM Programming and Annual Conference Chairs via electronic means and/or conference calls at least six times per year.
- d. Liaisons with APTA, Professional Development Department, and other Sections and Institutions to develop education offerings to serve the Academy.
- e. Develops new educational resources to meet the needs of students, members, clinical specialists, faculty, and patients as directed by the BOD.
- f. Coordinates educational offerings offered on the Academy's Education Synapse Center, website and with the Director of Communications
- g. Administers and coordinates evaluation of educational offerings
- h. Ensures committee leadership reports have been documented and submitted to the Executive Office bi-annually based on the approved reporting calendar. Reports to be shared with the Board of Directors to ensure organization is working towards strategic initiatives.

### **II. FINANCIAL**

- a. Submits expense reimbursement requests to the Executive Director, within ninety (90) days of the expenditure. The Director of Education will be reimbursed in accordance with the Academy's Honoraria and Reimbursement Policy and according to the amount as defined in the annual budget.
- b. Develops and submits annual budget requests for Academy liaison committees.
- c. Monitors related budget areas of the Academy throughout the year and in collaboration with the Treasurer. Responds to specific financial inquiries related to Academy liaison committees.

### **III. ORIENTATION OF SUCCESSOR**

- a. The Director of Education provides for smooth transition by acquainting the newly elected Director with pertinent information, materials, and procedures, including a copy of the current Policy and Procedure Manual. This should occur within six (6) weeks of election. The template for orientation includes, but is not limited to:
  - i. mission/vision/goals as appropriate
  - ii. job duties

- iii. timelines
  - iv. current initiatives
  - v. current challenges
  - vi. role as mentor to others, including newly elected Board members, SIG
  - vii. officers and Committee liaisons.
- b. Both the incoming and outgoing Director of Education should attend the June Board of Directors meeting, if possible. In order to preserve institutional memory, it is encouraged that the outgoing Director meet with new Director over the course of the transition months between the election and July 1, with the outgoing Director consulted on an as needed basis in following months.