

Position Summary

Employee Details	
Employee First Name:	
Employee Last Name:	
Employee ID:	
Classification	
Payroll Title:	ANALYST III
Payroll Title Code:	7236
Job Group:	B08
Overtime Eligible: (FLSA)	Exempt
Employee Relations Unit: (Bargaining Unit)	99
Representation:	Uncovered
Salary Grade:	3
Position Description	
Position Number: (Assigned when added to Library)	02020676
Dept:	SCHOOL OF EDUCATION - 040120
Position:	MANAGING DIRECTOR, UCD/GLOBE CENTER FOR TEACHING OF SHAKESPEARE
HEERA/Union Representation:	This position is not represented by a collective bargaining unit
IMMEDIATE SUPERVISOR	
Supervisor Name:	Paul Hastings
Supervisor Payroll Title:	Interim Dean
Supervisor Phone Number:	(530) 752-4663
POSITION DETAILS	
	Under the general direction of SOE Dean, as director independently manages and grows the self-supporting UC Davis/Shakespeare's Globe Center for the Teaching of Shakespeare in the American Classroom. Duties include identifying ongoing funding, managing daily operations and budget for diverse center projects, strategic planning for the Center, and communications including online and web-based. Ensures Center programs

Job Summary:	<p>are consistently delivered with high quality in order to meet the needs of K-12 teachers and students, while helping the School of Education and affiliated faculty to develop the Center's national presence. Organizes the activities of a team of Advanced Skills Teachers chosen from The Globe Education Academy alumni who will implement the Center's strategies for teaching and learning based on Globe Education practices.</p> <p>The Managing Director works closely with Center-affiliated SOE faculty and with Globe Education administrators to implement programs and manages the Center's budget to ensure that all programs are sustainable.</p>
Campus Job Scope:	
Department Specific Job Scope:	<p>The School of Education (SOE) was established in 2002, building on a 95-year tradition at UC Davis of working to strengthen public education. The School offers preparation for the California teaching credential, master's and doctoral-level programs for both educational researchers and practitioners, and professional development for educators throughout Northern California. The School is organized into 8 functional units, with approximately 50 senate and clinical faculty and 50 staff, including a growing number of research centers.</p> <p>Background on the development of SOE's newest Center, the UC Davis/Shakespeare's Globe Center for the Teaching of Shakespeare in the American Classroom, is highlighted below.</p> <p>In 2005, Shakespeare's Globe and UC Davis created a Globe Education Academy (GEA) for middle and high school teachers working in Northern California. Initially a collaboration between the Mondavi Center (MC) and Globe Education, Shakespeare's Globe, the Academy attracted interest and support from the UC Davis School of Education who became a third partner. The GEA now has over 110 alums.</p> <p>In addition to working with the GEA, Globe Education Practitioners visit Davis every year to lead professional development workshops for teachers at the university and workshops for students in schools.</p> <p>In 2013, Globe Education, the MC and the SOE established the first Shakespeare Works When Shakespeare Plays weekend workshop conference for teachers at the Mondavi Center. The Shakespeare Theatre Association was invited to participate and became a significant partner.</p> <p>In 2015, conversations around how Globe Education might share its approaches to working with Shakespeare in schools and across the curriculum led to Globe Education Practitioners working with faculty and pre-service teachers in the SOE.</p> <p>The UCD SOE and Globe Education, Shakespeare's Globe are now establishing a Center for Teaching Shakespeare in the American Classroom.</p> <p>The Center's work will be based on the ethos and principles of Globe Education's practice drawing on its approaches to working with pre-service and qualified teachers as well as with elementary, middle and high-school students. The Center should become the leader in the field of exemplary teaching of Shakespeare in the US Classroom.</p>

For more information on the School of Education and its Centers, please visit our website at <http://education.ucdavis.edu>.

Positions Supervised:

N/A

70% Administration/Management of Programs

Implement the Center's mission to be the leader in the United States in the field of exemplary teaching of Shakespeare in the American classroom.

Implement the Center's strategies for teaching and learning while ensuring they reflect the ethos and principles of Globe Education practice.

Liaise with schools and districts to organize student workshops and professional development workshops for teachers led by visiting Globe education practitioners.

Work closely with, and seek advice and guidance from, Globe Education's Head of Learning, to include some on-site work in London

Administer a range of Globe Education and School of Education programs at the Center that develop teachers' pedagogical skills.

Promote the work of the Center in California and across the United States.

Coordinate conferences for teachers, including Shakespeare Works When Shakespeare Plays.

Facilitate program assessment and support SOE faculty research pertaining to the Center.

Coordinate continuing professional development for the Advanced Skills Teachers as designed by Globe Education and SOE faculty.

Essential Responsibilities:

Support an annual Globe Education Academy cohort taught by Globe Education and SOE faculty.

Coordinate the work of the Center Advisory Board to support Center activities.

Implement a program of evaluation for Center activities designed by Globe Education and SOE faculty.

Create bespoke digital resources for the US Classroom for Globe Education's Teach Shakespeare site, in collaboration with the Head of Learning, Globe Education.

Represent the Center to media.

Oversee marketing materials promoting Center activities.

Oversee administrative support.

	<p>30% Financial Administration</p> <p>Manage the Center budget in accordance with UCD SOE policies and regulations.</p> <p>Handle billing and oversee accounts for fee-for-service activities of the Center.</p> <p>Work with SOE Development team to secure ongoing financial support.</p>
Physical Demands:	<p>Sit for extended periods of time at a computer.</p> <p>Occasional transporting of meeting materials to other locations on UC Davis campus or Sacramento.</p> <p>Lift materials weighing up to 25 lbs.</p>
Work Environment:	<p>Periodic travel required, including international travel.</p> <p>Provide own transportation to off-site events and meetings.</p> <p>Work occasional overtime including evenings, weekends to meet business needs.</p> <p>Maintain valid driver's license.</p> <p>Work in a shared office environment.</p> <p>UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at http://breathefree.ucdavis.edu/index.html.</p>
Background Check Required:	<p><i>This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.</i></p> <p>Yes</p>
QUALIFICATIONS	
	<p>Advanced degree in education or related field or an equivalent combination of education and experience.</p> <p>Experience working as a K-12 teacher or working in educational environments.</p> <p>Knowledge of or experience teaching Shakespeare.</p> <p>Experience with coordination of educational programs.</p> <p>Managerial experience and skill to work in operations, budgeting, program</p>

<p>Minimum Qualifications:</p>	<p>development and implementation of various concurrent projects.</p> <p>Strategic experience in developing both long-term and short-term program plans, with proven results for deliverables on stated timelines.</p> <p>Experience coordinating programs involving in-house staff and external collaborators.</p> <p>Experience in event planning or project management, especially education related, such as symposia, seminars or conferences, including assisting with agenda, marketing, materials, and other content.</p> <p>Experience aligning budgets to project goals.</p> <p>Highly developed verbal and written communications skills incorporating political acumen to work and communicate confidently and effectively with various representatives of school districts and academia.</p>
<p>Preferred Qualifications:</p>	<p>Experience teaching Shakespeare in a classroom setting.</p> <p>Experience in successfully managing self-supporting programs.</p> <p>Comprehensive understanding of educational programs and the properties of sustainable business model.</p> <p>Experience using financial information systems.</p> <p>Experience with web content management systems.</p> <p>Knowledge of UC Davis Policy and Procedure.</p>

SIGNATURES

Employee

I have read this position description and understand its contents.

Date

Supervisor

This position description accurately describes the essential responsibilities assigned to this position..

Date

Department Head

This position description accurately describes the essential responsibilities assigned to this position..

Date