



Position Title: Administrative Director
FLSA Classification: Exempt
Reports to: ATM Board of Directors
Position Purpose: Serve as a member of ATMMTP Education Committee. Oversee Administrative software for the Training Program. Direct activities of paid and volunteer school office staff. Supervise the application process of new incoming students to the Program. Oversee academic records. Help Administrate School Events.

Essential Functions

Administrative Director Primary Responsibilities

- Serve as a member of the ATMMTP Education Committee, ensuring the fulfillment of the Training Programs purpose as given by the ATM Board of Directors.
- Serve with ATM Education Chair and ATM Board of Directors on hiring and firing of faculty
- Oversee the use of Moodle Learning Software
 - Manage student admissions
 - Registration - generate, maintain and process
 - Entrance qualifications
 - Schedule Interviews
 - Enter student's data into management program
 - Setup online education systems/ applications to be used by the training program/
 - Maintain attendance records and run reports
 - Progress reports

- Transcripts
- Withdrawals
- Help with teacher training and troubleshoot for faculty and staff
- Oversee Training Program curriculum and Supplies (Inventory)
- Execute the purchasing, training and implementation of our students training modules
- Create Enrichment Schedule for students
- Assist with Program calendar finalization

Administrative Director Secondary Responsibilities

- ATMMTP Advertising
- Followup phone calls
- Provide Administrative back up to the clinical director for
 - Student discipline
 - Teacher support
 - ATM board reports
- Oversee & Execute Daily Priorities
- Information Coordinator —
 - Schedule and Attend Education Committee meetings.
 - Attend ATM Board meetings
 - Monthly Reports to ATM Board of Directors
 - Sort & Distribute Admin emails
 - Post and maintain announcements and calendar
- Create and Maintain Program Procedures Manual
- Clerical Upkeep of discipline forms, and Handbooks
- Train Substitutes
- Schedule Substitutes as needed
- Assist with Accreditation Paperwork

Assist in Coordinating the following Events:

- Orientation
- Teacher-In-Service

- Modules
- Graduation

Qualifications:

- High school diploma: college degree preferred.
- Five years clinical and/or secretarial experience preferred.
- Ability to work effectively with multiple priorities, functions, and activities.
- Must demonstrate competency with basic word processing and spreadsheet applications.
- Ability to use basic office equipment.
- Ability to ascertain which people may need immediate assistance and to act accordingly.
- Ability to communicate effectively with all constituents in ATM environment, as well as representatives from the business community.
- Work at a desk and computer screen for extended periods of time.

Physical Requirements and Work Environment:

- Generally, works in standard office conditions and climate.
- Ability to make quick decisions with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May require some travel.
- May work at a desk and computer for extended periods of time.

Personal, and Professional characteristics of ATM Employees:

- Be in whole-hearted agreement with the ATM Goals, Statement of Philosophy, Mission Statement and Image Statement.
- Be an ATM member in good standing with the community.
- Articulate a clear vision for ATMMTP.
- Be ready to explain our Education Online Process and provide anyone who asks why this form of education makes ATMMTP a great school.
- Respect those placed in authority and be diligent to maintain unity.
- Be a mature role model in attitude, speech, and actions toward others.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity,

gratitude, kindness, self-control, perseverance and punctuality.

- Meet everyday stress with emotional stability, objectivity, and optimism.
- Exhibit good verbal and written communication skills.
- Possess disciplined time management skills.
- Use integrity and confidentiality in dealing with board/student/school information.
- Demonstrate a spirit of dedication, commitment and flexibility in regard to the ATMMTP course.
- Reflect the purpose of the school.