

## Job Description



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| Job Title  | <b>Director of Continuing Education</b> |
| Department | Advancement                             |
| Reports To | Vice-President of Advancement           |

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|--------|---|--|
| Grade: | Type of Position:   | FLSA Status:   |
| 7      | X <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time | <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt |

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|----------------|------------|------------------|--------------|
| Original Date: | 09/18/2013 | Revised Date(s): | June 5, 2014 |
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### POSITION SUMMARY

This position develops, produces and directs Continuing Medical Education (CME) and Credential Enhancement for Naturopathic doctors, Classical Chinese medicine practitioners, current students, alumni, allied health care practitioners, and other health care professionals in the U.S. and Canada, as well as community education offerings for the general public. The position also supervises the production and coordination of community education in all NCNM Institutes: Food as Medicine Institute (FAMI), Women in Balance Institute (WIBI), Traditional Roots Institute (TRI) and Vital Seniors Institute (VSI). The Director optimizes NCNM facilities including Charlee's Kitchen, the Min Zidell Healing Garden, and the FAME (Food as Medicine Everyday) Garden, Betty Radelet Hall, Mitchell Hall and other facilities as required.

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### General Duties

Design and implementation of a department strategic plan including the use of online delivery strategies for continuing medical education, credential enhancement education and community education by researching, proposing, and coordinating new initiatives and programs for licensed naturopathic and classical Chinese practitioners in the U.S. and Canada, as well as for other health care professionals.

#### Continuing Education Duties

Sustain a strong role in defining and communicating to health care professionals, current NCNM students, alumni/ae and the general public educational/vocational goals which attract part-time and continuing education registrations to NCNM.

Participate actively in the development of online curriculum which supports the implementation of NCNM's graduate certificate programs: botanical medicine, naturopathic gerontology, sports medicine, health coaching, integrative mental health, spa medicine, music and art therapy, natural medicine educator.

Assist the VP Advancement and the entire Advancement Team in planning and coordinating activities and programs for current NCNM students including, but not limited to special symposia (e.g. TIP-TOP), educational events, distinguished continuing education teacher awards, continuation of further development of online educational offerings; access to learning resources, listservs informing potential CE students and alumni of CE and other special events and programs, and the development of special tracks in part-time program offerings.

Assist in planning and promoting part-time credit and non-credit courses and conferences to provide members of the NCNM community with opportunities to engage in learning experiences utilizing NCNM's educational resources and activities that support adults in defining educational and professional goals

Liaison among NCNM and other colleges, agencies and organizations to promote continuing education programming for NCNM students, alumni and adults through college credit or non-credit courses to encourage and assist in pursuing educational opportunities available through NCNM.

Coordinate the proper preparation of continuing education curriculum and delivery strategies including online methodologies and presentations by Continuing Education faculty/teachers from NCNM and other ND and TCM institutions.

Work in a timely fashion with the **Continuing Education Review Committee** to evaluate offerings such as individual courses, course series, symposium offerings, certificates, diplomas and part-time degree related programs.

Work with the **Continuing Education Review Committee** with information presentations as needed to the Council on Administrative and Academic Affairs and, as needed, the Academic Affairs Committee of the Board, for content, design, learning outcomes and, when required, final approval.

Confer with state health professional licensing authorities in all licensed states and Canadian provinces to validate CE offerings as needed.

Liaise routinely with professional organizations such as AANP, OANP, and other state naturopathic associations, acupuncture associations, OAAOM, NABNE and other professional organizations as needed.

Plan and execute Continuing Education program development and routinely review the appropriateness, quality and success of Continuing Education, Credential Enhancement and Community Education program activity, policies and procedures.

Working collaboratively with other NCNM staff and managers as needed to plan and coordinate supportive programs, activities and classes for NCNM full and part-time students concerning study skills, career opportunities, practice management, health promotion, health policy, and professional formation.

Supervises the Distant Learning Coordinator, contract teachers, contractors and work study students as required.

Oversee the planning of Community Education as it is presented in the Women In Balance Institute, The Food As Medicine Institute, the Traditional Roots Institute, and the Vital Seniors Institute, as in annualized events such as the SIBO Symposium. Monitor for appropriateness, quality and success in program activity and public satisfaction and relevance.

Other duties and responsibilities as assigned by the supervisor.

### **EDUCATION AND/OR EXPERIENCE**

**Required:** Earned doctorate in Naturopathic Medicine accompanied by current licensure in Oregon as well as MSOM and appropriate licensing strongly preferred. At least one year of supervisory experience; three years of demonstrable experience in marketing and business development; experience in educational program development and outcomes based course design; experience with web based learning; marketing experience.

### **SUPERVISORY RESPONSIBILITIES**

This position may supervise work-study students.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience developing curricula, editing or a combination of working with professional development programs, continuing education or alumni affairs. Significant understanding of the naturopathic and classical Chinese medicine professions, as well as health research is essential. Demonstrated ability to work with and show a commitment to students, faculty, alumni/ae and the general public in terms of continuing education offerings development and promotion.

### **OTHER SKILLS & ABILITIES**

### **OTHER REQUIREMENTS**

### **LANGUAGE SKILLS**

Accurate, professional writing and speaking skills are essential. Ability to read and interpret documents such as safety

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rules, operating and maintenance instructions, and procedure manuals. Ability to respond to inquiries or complaints from donors or members of the College community, to write reports and correspondence. Ability to speak effectively to donors, clients, students, supervisors, and fellow employees.

### **MATHEMATICAL SKILLS**

Ability to display donor information and profiles in reports, using graphs and easily read statistics. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must be able to relate and interface effectively and succinctly with other departments, all students, alumni, donors and prospects.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Licensable to practice naturopathic medicine in the State of Oregon required. Licensable to practice Acupuncture and Oriental Medicine strongly preferred, in addition.

Requires own vehicle transportation, a valid driver's license, and car insurance acceptable to College's insurance provider.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit for long periods of time using a computer monitor and keyboard; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **HAZARD RISK**

AT RISK: This position has been determined to be at risk for bloodborne pathogen exposure. In addition to the standard hazard communication training, this employee is required to take annual bloodborne pathogen and personal protective equipment training prior to working.

NOT AT RISK: This position has been determined not to be at risk for bloodborne pathogen exposure. This employee is required to take the standardized annual hazard communication training prior to working.

### **Reviewed and Agreed to by:**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name