WISCONSIN LUTHERAN COLLEGE

Position Description

Position Title: Director, Master of Arts in Education (MAEd) Program
Department: School of Education
Reports To: Dean / School Chair
FLSA Status: Exempt
Called Position: Yes / Faculty
Revised: July 2026

Job Summary
The Director of the Graduate Program: Master of Arts in Education (MAEd) provides leadership for Wisconsin Lutheran College's (WLC's) MAEd program and helps shape the next stage of graduate education growth. This role is responsible for maintaining a strong, mission-aligned graduate program while actively advancing enrollment, partnerships, licensure pathways, dual credit opportunities, professional development, and other initiatives that strengthen the long-term sustainability of graduate education at WLC.

The Director should be a relational, organized, and growth-minded leader who can support current students and faculty while also identifying, developing, and championing new opportunities for program growth and impact. The role requires follow-through, initiative, collaboration, and the ability to move ideas from concept to implementation in partnership with the Dean, School Chair, admissions, advising, education faculty, licensing personnel, and external partners. While centered in the MAEd program, the role may include selected undergraduate education responsibilities when such work supports program alignment, licensure pathways, enrollment growth, dual credit, professional development, or the broader strategic needs of the School of Education.

Core Accountabilities
- Strengthen and grow the MAEd program.
- Support student success, faculty effectiveness, and program quality.
- Re-envision the Transition to Teach program and related licensure pathways.
- Develop credible internal and external partnerships.
- Maintain licensure-related requirements and alignment with the Wisconsin Department of Public Instruction (DPI).
- Ensure the program remains academically rigorous, mission-driven, and responsive to current educational needs.
- Identify and advance strategic opportunities that expand the reach, relevance, and sustainability of graduate education at WLC.

PRIMARY RESPONSIBILITIES

Program Leadership, Operations, and Student Support
- Provide leadership and day-to-day oversight for the MAEd program, graduate education offerings, and related licensure pathways.
- Provide budget oversight and management for the MAEd program, including planning, monitoring, and recommending resource needs that support current operations, program development, enrollment growth, partnerships, and long-term sustainability.

- Re-envision graduate education opportunities connected to Transition to Teach, licensure pathways, professional development, dual credit, and other mission-aligned growth areas.
- Explore and, upon approval, help implement internal and external partnerships that support MAEd growth and related graduate education opportunities.
- Actively cultivate relationships with schools, districts, congregations, and educational organizations to identify opportunities for collaboration, recruitment, and program development.
- Meet regularly with graduate admissions, the Office of Marketing and Communication (OMC), and advising staff to support recruitment, enrollment, and student follow-through.
- Serve as an ambassador for graduate education by promoting programs, engaging prospective students, and supporting enrollment initiatives.
- Respond to student questions, course concerns, and conflict resolution matters while maintaining appropriate documentation.

Licensure and Completion Oversight

- Oversee licensure expectations connected to the MAEd program, Transition to Teach, administrative licensure, and other approved graduate education pathways.
- Review transcripts and interview applicants to verify program readiness, including background checks, valid teacher licensure, teaching experience, and other criteria required by WLC and the Wisconsin DPI.
- Coordinate student progression, portfolio processes, completion reviews, presentations, and exit interviews required for teacher and administrative licensure endorsement.
- Collaborate with the Chair of Teacher Education, Director of Licensing, Dean, and other personnel to ensure licensure processes remain accurate, current, and DPI-aligned.

Teaching and Faculty Coordination

- Maintain a teaching load of 15 course credits per academic year.
- Recruit, orient, support, and retain qualified faculty, including adjuncts, for the graduate education program.
- Coordinate with education faculty and school leadership to ensure curriculum consistency, appropriate staffing, and thoughtful alignment between graduate and undergraduate education efforts, including possible hybrid responsibilities across both areas when institutionally appropriate.
- Encourage innovation and continuous improvement in graduate programming, instructional delivery, and student engagement.

REQUIREMENTS

Education

- Master's degree or higher from an accredited institution required.
- Experience in educational administration and principal licensure preferred.

Experience

- Teaching and leadership experience in elementary, middle, high school, higher education, or related settings preferred.
- Experience with graduate education, licensure pathways, program development, recruitment, professional development, or partnership-building is highly desirable.
- Urban education experience is preferred.

Skills
- Strong organizational, communication, interpersonal, and collaborative abilities.
- Demonstrated ability to build relationships, manage multiple priorities, lead initiatives, follow through on projects, and move approved ideas from planning to implementation.
- Demonstrated ability to recognize opportunities, build support, and execute initiatives that contribute to program growth and organizational goals.

Technology
- Proficiency with Microsoft Office, Teams, learning management systems, and advising or reporting tools.

Mission
- Active membership in good standing with the Wisconsin Evangelical Lutheran Synod (WELS/ELS) is required.
- As with all positions at Wisconsin Lutheran College, the incumbent must perform job responsibilities in a manner consistent with the overall mission and core values of WLC, as defined through its affiliation with the Wisconsin Evangelical Lutheran Synod (WELS).

Closing Statement
This position provides operational leadership for the current MAEd program and strategic leadership for future growth. The Director will maintain the quality and continuity of WLC's current graduate education programs while helping strengthen enrollment, partnerships, and long-term program sustainability.