

POSITION DESCRIPTION

POSITION:

Director of Education and Licensing

INSTITUTION:

The North Carolina Real Estate Commission is an independent North Carolina state governmental agency whose mission is to protect the public interest in real estate brokerage transactions. The primary function of the Commission is to license and regulate North Carolina's approximately 80,000 plus real estate brokers. The Commission also registers and regulates sales activities at time share projects, where ownership in a single living unit (usually a resort condominium) is shared by many persons. When time and resources permit, members of the Commission staff are available to present informational programs to real estate practitioner and consumer audiences. These programs address issues of special interest and concern to the Commission, real estate licensees, and the public. The Commission is not authorized to give legal advice or answer questions on legal subjects other than the North Carolina Real Estate License Law or rules promulgated by the Real Estate Commission.

The Commission consists of nine volunteer members appointed by the Governor and General Assembly. At least three members must be real estate brokers, and at least two "public members" must not be involved in the real estate brokerage business. The Commission is responsible for policy-making with regard to licensing and regulatory matters governing North Carolina real estate brokers. The Commission also conducts hearings and takes disciplinary action against licensees for violations of the Real Estate License Law and Commission rules.

An Executive Director, hired by the Commission, is responsible for the overall administration of the Commission's staff, programs, and operations in accordance with the policies and directives of the Commission.

For additional information on the North Carolina Real Estate Commission, please visit the website at www.ncrec.gov.

REPORTS/RELATIONSHIPS:

The Director of Education and Licensing reports to the Executive Director. Other positions reporting to the Executive Director include: Director of Administration, Director of Regulatory Affairs, and an Executive Assistant.

Reporting to the Director of Education and Licensing will be: Education & Licensing Officer, Education & Examination Officer, Continuing Education Officer, and a Legal Education Officer. The department has five additional employees.

BASIC FUNCTIONS:

The primary responsibility of the Director of Education and Licensing (Director) is to plan and direct the Commission's education, examination, and licensing programs and operations on a statewide basis. This individual will serve as liaison with state agencies, community colleges, and other entities and organizations. The Director will develop education programs and disseminate program information to local educational units, real estate license applicants, licensees, and the general public. The Director will also plan, implement, and evaluate standards, policies, and procedures for courses, instructors, and schools which provide training for real estate broker applicants, brokers, and firms; and have oversight of the license application process. This individual will perform professional educational duties and co-authors, reviews, edits, and updates real estate textbooks and other educational materials.

A brief outline of specific responsibilities for the Director of Education and Licensing includes, but is not necessarily limited to, the following:

- Direct the planning for, and the implementation and evaluation of, the state-wide real estate education, examination, and licensing programs; also determine priorities for improvement.
- Stimulate and encourage the design and implementation of innovative and promising educational and testing techniques and practices, utilizing current technologies.
- Supervise the administration of the Commission's real estate pre- and post-licensing education programs.
- Supervise the development and maintenance of course final examinations for use by real estate pre- and post-licensing courses.
- Supervise the administration of the Commission's licensing and examination program.
- Develop, review, and maintain a bank of examination questions on North Carolina law, rules, and other topics.
- Supervise the administration of the Commission's continuing education program.
- Develop and implement standards and procedures for approval and licensing of schools, instructors, and courses.
- Supervise the development of curriculum guides (course syllabi) and resource materials.
- Supervise the development and implementation of instructor training programs.
- Update, edit, and/or oversee the updating of the Commission's North Carolina Real Estate Manual; edit other text materials and author or co-author new or existing texts.
- Plan, develop, or supervise the development and administration of the Commission's mandatory Update and Broker-in-Charge Annual Review courses.
- Supervise professional and support staff in the delivery of services; participate in selection of professional and support staff; ensure proper training; coach, motivate, and perform annual performance evaluations; initiate and participate in disciplinary action.

REQUIREMENTS:

Desired attributes for the successful candidate include, but may not be limited to:

- Knowledge of adult educational and training principles, theories, practices, and technologies, and demonstrated program management, leadership, supervisory, team work, and collaboration skills.
- Knowledge of real estate law, and real estate brokerage law, practice, and procedures.
- Knowledge of the state's adult education delivery systems and of the pertinent laws, rules, and regulations governing such delivery systems.
- Knowledge of testing principles and practices, especially as applied to testing for occupational licensing.
- Skill in curriculum development.
- Technological expertise; understanding and experience with the use of current technology including office software packages, social media, webinars, and electronic educational platforms and programs.
- Ability to plan, organize, and administer varied program services statewide such as real estate education, examination and licensing.
- Effective leadership skills; ability to establish and maintain effective working relationships with supervisors, peers, and subordinates, as well as with licensees, the general public, advisory committee members, school administrators and instructors, and members of other organizations (a variety of stakeholders).
- Writing and editorial skills; ability to communicate effectively both verbally and in writing; ability to write and review test questions that comply with psychometric standards.
- Analytical; effective problem solver.
- Effective managerial skills; ability to plan, organize, develop, and implement programs through staff and in collaboration with other managers and professionals.
- Masters or higher degree in adult education, education, or related field; strongly preferred.
- Experience in adult education administration; experience in real estate brokerage or real estate brokerage education; or graduation from an accredited law school with a JD degree and experience in teaching, real estate, and real estate brokerage law, or an equivalent combination of education and experience.
- North Carolina Real Estate Broker license (or willingness to obtain one).

COMPENSATION:

Compensation will be commensurate with experience.

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