

REALTOR ACADEMY DIRECTOR

The San Antonio Board of REALTORS® (SABOR) is currently seeking a candidate for the position of Director of the REALTOR® Academy. SABOR is the largest trade association in South Texas and is an advocate for private property rights.

JOB SUMMARY: The position will serve as the Director of the REALTOR® Academy at the San Antonio Board of REALTORS®, a Texas Real Estate Commission approved school. Established in 1978, the REALTOR® Academy is a not-for-profit institution and the longest-running real estate school in Texas. This position will directly manage the instruction and daily operations of the Academy, and work to increase enrollment and develop innovative curriculum to better serve our members. The Director of the REALTOR Academy® will ensure the Academy meets all Texas Real Estate Commission Educational Requirements. This is not a virtual position, and the Director will be required to be on-site.

DEPARTMENT: REALTOR® Academy

DUTIES AND RESPONSIBILITIES

- Responsible for ensuring the school meets all requirements and standards of the Texas Real Estate Commission (TREC).
- Evaluate the educational needs of the San Antonio Board of REALTORS® (SABOR) membership, based on industry, market trends, and state regulations and assess how SABOR can address and/or satisfy those needs.
- Administer the selection, training and monitoring of instructors.
- Lead Academy operations including review, update and develop curriculum, review and verifying income/expense reports, maintaining course/student files as required by TREC rules. Review assessment and evaluation data and uses that feedback to improve learning initiatives. Consult with instructors regarding evaluations.
- Oversee the development and delivery of curriculum or content for classes, lectures, conferences, and other instructional material.
- Collaborates with the Marketing and Communication Department in the marketing and promotion of educational offerings.
- Coordinate and facilitate instructor meetings as needed to maintain open lines of communication and to ensure that the latest educational techniques and methodologies are used in providing effective educational tools, platforms, and learning environments.
- Stay abreast of real estate matters. Monitor local, state, and national industry issues affecting the real estate industry. Monitor consumer and competitors' trends and examine strategies used by other educational providers.
- Maintain an open line of communication with TREC, Texas REALTORS® and the National Association of REALTORS® education departments and the various REALTOR® Institutes, Societies and Councils. Attends TREC meetings to maintain a strong working relationship with the regulatory agency.
- Answer inquiries and questions regarding education requirements for licensure, designations and the license act.
- Coordination of meeting, class, seminar, organizational and committee schedules for the use of classroom facilities.
- Administer the requirements for a Department of Veterans Affairs/Texas Veterans Commission approved training facility.
- Author and/or present courses when deemed necessary.

- Serve as the Staff liaison to those committees assigned by the CEO. Responsible for preparing agendas and minutes, committee member notifications, fosters a good working relationship with the committee leadership.

SUPERVISORY RESPONSIBILITIES

- REALTOR® Academy staff

QUALIFICATIONS

- Bachelor's Degree in Educational Administration preferred or any other relevant field.
- No active real estate license or willingness to place license on hold.
- Understanding of Texas Real Estate Commission Educational Requirements preferred.
- Seven (7) years job related experience.
- Experience in increasing enrollment numbers.
- Organizational and management skills.
- Strong computer literacy with emphasis on Microsoft applications.
- Understands the process of a volunteer organization.
- Must be a good project manager.
- Must be attentive and creative, possess the ability to work with and adapt to all types of people and exhibit patience, perseverance, and persuasiveness.
- Must be skilled as a communicator, have strong interpersonal and public speaking skills, and have ability to build consensus.
- Must be flexible with respect to work schedule.
- Must be self-motivated and ability to have initiative.
- Fosters and contributes to a positive team environment.
- Industry knowledge preferred.
- Some travel to state and NAR meetings may be required.