

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months	Title Director of Career and Technical Education
Revised: 04/10/15	Department Academic Affairs
Level: Administrative	IPEDS Administrative
FLSA: Exempt	Reports to Associate Vice President of Career and Technical Education

POSITION SUMMARY

The Director of Career and Technical Education reports to the Associate Vice President of Career and Technical Education. The Director of Career and Technical Education will be the chief administrator for all secondary technical programs. The Director of Career and Technical Education is responsible for administrating the daily operations of the Secondary Career and Technical Educations Center and all reporting obligations with the Missouri Department of Elementary and Secondary Education. The Director of Career and Technical Education will assist the Associate Vice President of Career and Technical Education in advancing and strengthening all technical education programs by promoting more seamless transition from high school to post-secondary programs. The Director of Career and Technical Education will assist the Associate Vice President of Career and Technical Education in advancing and strengthening the college’s efforts to develop more quality programs leading to high-skilled jobs and career opportunities.

MAJOR FUNCTIONS

1. Administers the daily operations of the Secondary Career and Technical Education Center.
2. Ensures a safe and effective educational environment for staff and students.
3. Assists with planning, staffing, development, scheduling, and evaluation of all courses and programs for secondary and designated post-secondary programs.
4. Works collaboratively with other instructional area administrators and staff to maintain academic and program integrity and to advance quality through the college’s AQIP efforts.
5. Works with program advisory boards to monitor program effectiveness, identify areas for improvement, and opportunities for growth.
6. Conducts annual program reviews as guided by college procedures an in collaboration with other college administrators and personnel.
7. Supervises all faculty and staff working in the programs supervised, including regular evaluations.
8. Plans and coordinates space allocation and equipment acquisitions and use.
9. Works collaboratively with area high school counselors, Crowder Admissions and Marketing staffs to market programs and recruit students.
10. Assists with dual credit articulation and transfer as needed.
11. Develops and maintains positive relationships with all college and area high school personnel.
12. Coordinates and prepares written materials, forms, and documentation appropriate to instructional and administrative needs.
13. Develops, submits, and monitors Carl Perkins grant funding for the technical programs.
14. Serves as fiscal agent for Secondary Perkins Consortium.
15. Oversees enrollment for Secondary Technical Programs on campus.
16. Plans and implements recruitment, hiring/training, and professional development in all supervised areas.
17. Conducts classroom and/or lab visitations.
18. Supervises vocational-federal and state reports for all secondary technical programs.
19. Serves as liaison between technical education programs, local industries and local education agencies.

20. Collaborates with faculty and other Crowder administrators to develop plans for DESE Enhancement Grants for support of technical programs.
21. Manages curriculum development projects.
22. Plans and maintains program budgets.
23. Is active in appropriate professional organizations.
24. Participates in and represents the college for required accreditation activities.
25. Performs other related tasks as required.

REQUIREMENTS AND PREFERRED KNOWLEDGE AND CRITICAL SKILLS

1. Master's Degree or higher from a regionally accredited college or university required. Degree in technical education and work experience outside education preferred.
2. Must have (or acquire) a Missouri teaching certificate in the areas of secondary education, vocational/technical, and/or student services.
3. Must submit to and have a clean criminal background check.
4. Familiarity with federal, state, and local laws relating to secondary and technical education and ability to translate statutory provisions into applicable college policies, regulations, and procedures.
5. A demonstrated record of skills in the following areas: educational leadership; curriculum development and management; problem solving and decision-making.
6. Knowledge of or experience with model technical education programs and colleges preferred.
7. Ability to establish and maintain positive working relationships with faculty, staff, administrators, students, and community members.
8. Understanding of and commitment to the community college philosophy and mission.

EQUIPMENT/SOFTWARE

Operate standard office equipment such as computers, copiers, and telephones.

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| 1-1 | Ability to operate a personal computer using the Windows environment. |
| 1-2 | Ability to understand operating a personal computer within the Crowder College network environment. |
| 1-3 | Ability to use E-mail. |
| 3-1 | Ability to perform basic word processing using MS Word. |
| 4-1 | Ability to perform basic spreadsheet functions using MS EXCEL |

POSITIONS SUPERVISED

Secondary and post-secondary faculty and staff.

WORKING CONDITIONS

1. Usually indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals. Some time is spent in outdoor/shop/classroom environments.
2. Responsibilities occasionally involve evening and weekend work.
3. Access information using computers.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Sedentary work involving sitting part of the time, but will involve mobility within the office, classrooms, shops, and service locations.
2. Input and access information-using computers.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.
3. Ability to work with and apply mathematical concepts.
4. Ability to interpret an extensive variety of technical and statistical material.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including employees, students, parents, sending school personnel, and the general public.
2. Ability to read and understand technical journals, financial reports, and similar publications.
3. Ability to write reports and business correspondence.
4. Ability to effectively present information and respond to questions.