

POSITION DESCRIPTION

JOB TITLE: DIRECTOR OF POST-SECONDARY CAREER AND TECHNICAL EDUCATION

DEPARTMENT: CAREER AND TECHNICAL EDUCATION

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: ASSOCIATE VICE PRESIDENT OF CAREER AND TECHNICAL EDUCATION

SCHEDULE DETAILS: FULL-TIME/12 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: APRIL 1, 2021

Position Summary

The Director of Post-Secondary Career and Technical Education reports to the Associate Vice President of Career and Technical Education and will be the chief administrator for all Career and Technical Education post-secondary technical programs. The director is responsible for supervision of programs and will serve as the division chair and apprenticeship coordinator. The director will assist the Associate Vice President of Career and Technical Education in advancing and strengthening all technical education programs by promoting and developing high-quality programs that lead to high-skilled career opportunities.

Essential Job Duties

- Supervises Post-Secondary Career and Technical Educations (CTE) programs and serve as division chair.
- Ensures a safe, organized, and effective educational environment for staff and students through the support of 5S strategies.
- Assists with development of Business and Industry Leadership Teams (BILTs), monitor program effectiveness, identify areas for improvement, and opportunities for growth.
- Works collaboratively with the associate vice president of CTE, other instructional area administrators, and staff to maintain academic and program integrity and advance quality through strategic planning.
- Serves as the apprenticeship coordinator for all apprenticeships connected to CTE programs.
- Assists with planning, staffing, development, scheduling, and evaluation of all courses and programs for designated post-secondary programs.
- Conducts annual program reviews as guided by college procedures and in collaboration with other college administrators and personnel.
- Supervises all faculty and staff working in the programs supervised, including regular evaluations to meet the stated goals of the division and college.
- Assist with coordinating space allocation, equipment acquisition and use.
- Works collaboratively with area high school counselors, Crowder admissions and marketing staff to market programs and recruit students.
- Assists with articulation and transfer as needed.
- Develops and maintains positive relationships with all college and area high school personnel.
- Coordinates and prepares written materials, forms, and documentation appropriate to instructional and administrative needs.
- Plans and maintains post-secondary CTE program budgets.
- Assists with all state and federal CTE grant accountability, budgeting, and purchasing for the support of post-secondary technical programs.
- Oversees enrollment for post-secondary technical programs on campus.
- Plans and implements recruitment, hiring/training, and professional development in all supervised areas.
- Serves as liaison between technical education programs, local industries and local education agencies.

- Collaborates with faculty and other Crowder administrators to develop plans for DESE Enhancement Grants for support of technical programs.
- Manages curriculum development projects.
- Is active in appropriate professional organizations.
- Oversees the development and implementation of apprenticeship programs.
- Coordinates the community education offerings that are strategically aligned to relevant occupational skills and supervises instructors and staff working on community education activities.
- Participates in and represents the college for required accreditation activities.
- Performs other related tasks as required.

Required Knowledge, Skills & Abilities

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

Preferred Knowledge, Skills & Abilities

- Degree in technical education and work experience outside education preferred.
- Missouri CTE Director Certification

Equipment/Software

- Information Technology Abilities required:
 - Ability to operate a personal computer using the Windows environment.
 - Ability to understand operating a personal computer within the Crowder College Network environment.
- Ability to use E-mail.
- Ability to perform basic word processing using MS Word.
- Ability to perform basic spreadsheet functions using MS EXCEL

Positions Supervised

- Career and Technical Education post -secondary faculty.

Working Environment

- Generally, indoors in a normal office/classroom/lab environment with moderate exposure to temperature changes, noise, dust and/or chemicals. Some time is spent in outdoor/shop/classroom environments.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- Access information using computers.
- A neat appearance and appropriate businesslike apparel are required.
- 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.

Physical

- Sedentary work involving sitting part of the time, but will involve mobility within the office, classrooms, shops, and service locations.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

Creative and Analytical Skills

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

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including employees, students, parents, sending school personnel, and the general public.
- Ability to read and understand technical journals, financial reports, and similar publications.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions.
- Ability to interact with a broad range of people both on and off campus in a positive manner.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.