

## POSITION DESCRIPTION

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**JOB TITLE:** Associate Vice President of Career and Technical Education

**DIVISION:** Academic Affairs

**ANNUAL SALARY:** Grade 14: \$97,332 - \$102,871

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** Vice President of Academic Affairs

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

**DATE OF LATEST REVIEW/REVISIONS:** March 2024

### Position Summary

The Associate Vice President will be responsible for the overall supervision of the Agriculture Division Chair, Allied Health Division Chair, Director of Transport Training, Director of Joplin/Postsecondary CTE, Director of Secondary CTE, and the Assistant Director of CTE. The Associate Vice President is responsible for all reporting obligations with the Missouri Department of Elementary and Secondary Education (DESE) associated with the college's career and technical programs. This position will play a leading role in advancing and strengthening all technical education programs by promoting a more seamless transition from high school to post-secondary programs, utilizing Carl Perkins Funding to advance programs, and supporting the college's efforts to develop more quality programs leading to high-skilled jobs and career opportunities. This position also oversees noncredit community education.

### Essential Job Duties

- Supervises Agriculture, Allied Health, College Career and Technical Education programs, Secondary Career and Technical Education programs, the Crowder College Training and Development Solutions, and Transport Training.
- Ensures a safe and effective educational environment for staff and students in Career and Educational Technology.
- Assists with planning, staffing, development, scheduling, and evaluation of all courses and programs for secondary and designated post-secondary programs.
- Works collaboratively with other instructional area administrators and staff to maintain academic and program integrity and to advance quality to meet both program and institutional accrediting expectations.
- Works with the program Business and Industry Leadership Team to monitor program effectiveness, and identify areas for improvement, and growth opportunities.
- Conducts annual program reviews as guided by college procedures and in collaboration with other college administrators and personnel.
- Plans and coordinates space allocation and equipment acquisitions and use.
- Works collaboratively with area high school counselors and Crowder Admissions and Marketing staff to market programs and recruit students.
- Assists with articulation and transfer as needed.
- Develop and maintain positive relationships with all college and area high school personnel.
- Coordinates and prepares written materials, forms, and documentation appropriate to instructional and administrative needs.
- Develops, submits, and monitors Carl Perkins grant funding for the technical programs.
- Serves as fiscal agent for Secondary Perkins Consortium.
- Oversees enrollment for Secondary Technical Programs on campus.
- Plans and implements recruitment, hiring/training, and professional development in all supervised areas.
- Supervises vocational-federal and state reports for all secondary and post-secondary technical programs.
- 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.
- Plans and maintains program budgets.
- Active in appropriate professional organizations.
- Participates in and represents the college for required accreditation activities.
- Performs other related tasks as required.

### **Required Knowledge, Skills & Abilities**

- Master's Degree is required. The graduate work is required to be from a regionally accredited college or university.
- Two years of full-time teaching at secondary or post-secondary.
- Must have experience in managing budgets.
- Must have (or acquire) a Missouri DESE Admin or CTE Director's certificate in the area of secondary education, and/or vocational/technical education, as required.
- Must submit to and have a clean criminal background check.
- 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.
- A demonstrated record of skills in the following areas: educational leadership; curriculum development and management; problem solving and decision-making skills.
- 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**

- Doctorate Degree preferred
- Skill in using data to make informed decisions

### **Information Technology Abilities**

- Operate standard office equipment such as computers, copiers, and telephones
- Ability to perform computer functions, including email, word processing, spreadsheet, database and presentation functions
- Ability to understand campus-wide computer systems, programs, and network structures
- Expertise with computer information systems and capabilities, including database design, management and spreadsheet applications
- Ability to use Jenzabar system and Canvas preferred

### **Positions Supervised**

- The Associate Vice President of Career and Technical Education supervises the Agriculture Division Chair, Allied Health Division Chair, Director of Transport Training, Director of Joplin/Postsecondary CTE, Director of Secondary CTE, and the Assistant Director of CTE. In addition, the Administrative Assistant in the Office of the Associate Vice President of Career and Technical Education is supervised by the Associate Vice President of Career and Technical Education.

### **Working Environment**

- Generally, indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals
- Normal college working hours but adjustment of hours involving evening and/or weekend work will be required from time to time
- 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.

- A neat appearance and appropriate business-like apparel are required.

### **Physical**

- Sedentary work involving sitting part of the time, but will involve mobility within the office, campus, and external locations
- Input and access 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.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **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 of students and the general public
- Ability to read and understand technical journals, financial reports, and similar publications
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions

*\*\*\*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.*