

POSITION DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR OF CAREER AND TECHNICAL EDUCATION

DEPARTMENT: CAREER AND TECHNICAL EDUCATION

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE GRADE 7

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: ASSOCIATE VICE PRESIDENT OF CAREER AND TECHNICAL EDUCATION

SCHEDULE DETAILS: FULL-TIME, 12 MONTH CONTRACT

DATE OF LATEST REVIEW/REVISIONS: JUNE 2024

What we are looking for:

At Crowder College, our mission is to build a civil, serving, literate, learning community of responsible citizens. We are committed to providing a high-quality education that prepares students for lifelong learning and meaningful careers. Our core values of excellence, integrity, inclusiveness, and community guide everything we do. As we continue to expand our reach and impact, we are seeking passionate and dedicated individuals who share our commitment to student success and embody our values. We are looking for team players who are innovative, student-centered, and eager to contribute to a dynamic learning environment. If you are driven by the desire to make a meaningful difference in the lives of students and the community, we invite you to join us at Crowder College.

The Assistant Director of Career and Technical Education (CTE) bridges support and leadership across all CTE programs at the secondary and post-secondary level. This position will oversee and coordinate unique aspects of CTE services, engagement, and data related to DESE and Perkins reporting. The assistant 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 jobs and career opportunities.

Essential Job Duties

- Supports leadership and coordination of services for CTE programs and faculty located on the Neosho campus.
- Support the development and implementation of Apprenticeship programs.
- Facilitate the expansion and coordination of the NEWcaps program
- Assist with planning, development, scheduling, and evaluating all courses, including hiring staff and instructor positions.
- Coordinates Business and Industry Leadership Teams (BILTs) to monitor program effectiveness and identify areas for improvement and opportunities for growth.
- Assist with maintaining CTE budgets and grants
- Support the implementation enrollment and student information systems across CTE programs
- Coordinate the collection and reporting of technical skill assessment and industry recognized credential data.
- Assist the Director of Secondary and Post-Secondary CTE with coordination of faculty assignments, schedules, and student matters
- Lead the collection, reporting, and analysis of the 180-day follow-up across all CTE areas
- Assist with data collection needed for local, state, and federal reporting.
- Lead the effort to update and maintain inventory across all CTE programs.
- Assist with the day-to-day maintenance of facility and safety issues (5S Expectations).

- Assist with the implementation of professional development for faculty and staff.
- Participates in and represents the college for required accreditation activities.
- Performs other related tasks as required.

Knowledge, Skills & Abilities

- Knowledge of CTE programs and CTSOs, required
- Knowledge of grant management and objectives, preferred.
- Understanding of and commitment to the community college philosophy and mission.
- Ability to handle confidential material judiciously
- Must submit to and have a clean criminal background check.
- Knowledge of Microsoft Office tools (Outlook, Teams, Excel).
- Knowledge of curriculum and program development, preferred.
- Knowledge of basic marketing skills and the ability to promote the services of Career and Technical Education
- Ability to plan, organize, and implement responsibilities effectively and a timely manner.
- Ability to establish and maintain positive working relationships with employers, school districts, students, other employees, and the public.
- Ability to speak and communicate in both small and large group forums as well as present information to large groups of people such as conferences and workshops.
- Ability to safely operate a motor vehicle and maintain a safe driving record.
- Information Technology abilities required:
 - Ability to operate a computer using a Windows environment.
 - Ability to operate a computer within the Crowder College network environment.
 - Ability to utilize all relevant computer programs and systems.
 - Ability to utilize email.
 - Ability to utilize Microsoft Office and Office 365 suite.
- Creative and analytical skills:
 - Ability to define problems, collect data, establish facts, and draw valid conclusions.
 - Ability to develop and manage budgets
 - Ability to validate data from student information systems
 - Ability to devise or modify methods or processes to solve specific problems.
 - Ability to plan, develop and implement all necessary policies and procedures to ensure compliance with funding guidelines through DESE, Perkins, and other CTE funding sources.
- Language/Communication Skills:
 - Ability to communicate effectively with a variety of people, including staff, students, other professionals, and the general public, in both written and oral mediums.
 - Ability to interact with a broad range of people both on and off campus in a positive manner.

Education and Experience

- Master's Degree in Educational Leadership or Administration, or closely related field from a regionally accredited college or university
- Five years of teaching experience, required
- Missouri CTE Director certification or the ability to obtain.
- Valid driver's license is required.

Positions Supervised

- None directly. Assists the Directors of Secondary and Post-Secondary CTE programs in supervision and support of faculty.

Working Environment

- Generally, works indoors in a standard office environment.
- Normal college working hours but adjustment of hours involving evening and/or weekend work will be required during certain periods of the year.
- Travel to other instructional sites and employer locations 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

- Generally sedentary work but will involve mobility within the campus and various sites.
- Light lifting and physical activities may be required occasionally.
- 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.
- 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.

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.