

POSITION DESCRIPTION

JOB TITLE: DIRECTOR OF WORKFORCE & TRAINING AND DEVELOPMENT SOLUTIONS

DEPARTMENT: TRAINING AND DEVELOPMENT SOLUTIONS

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE GRADE 8

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 Director of Workforce & Training and Development Solutions (TDS) is the primary liaison for Crowder College in the coordination of short-term, non-credit training for regional employers, workforce partners, and learners. The person in this role operates a small business unit within the college by maintaining, developing, and expanding fee-based training services for employers and workforce partners. The director will also add value to the college and employers by developing relevant, in-demand non-credit to credit pathways for learners. A successful director will have excellent communication and organizational skills, operate as an entrepreneur, and have a heart for serving the workforce needs in Crowder College's service area.

Essential Job Duties

Some of the duties listed below would be day to day management of Director of Workforce & TDS will vary depending on the need(s) of the college. Priorities Include:

- Develops an annual operational plan and budget as well as expenditures for Training and Development Solutions.
- Oversees all activities related to Missouri One Start Programs- Coordinates application, due diligence, reimbursements, and compliance of all aspects of the Missouri One Start grants.
- Performs clients' needs assessments, with assistance from other staff, plus cost/benefit analyses of various workforce-related interventions.
- Serves as the liaison for the college in learning opportunities funded through Workforce Innovation and Opportunity Act (WIOA). The Director will coordinate with college academic program leaders, data reporting needs, and WIOA funding through the area Workforce Investment Board (WIB) to leverage available funds and ensure compliance and reporting for programs served through WIOA.
- Coordinates workforce training with local partners including: other educational entities (Area Vocational schools), economic development leaders, area WIB partners, internal and external training providers, community leaders and other employers.
- Supervises Workforce & Training and Development Solutions personnel. This includes full-time workers employed with Crowder College, and also any part-time or adjunct personnel, or contract-based independents.

- Works with Crowder College and other staff, plus community stakeholders to identify and develop new revenue-generating products, grants and/or other services based on local, state, regional or broader needs.
- Working in partnership with employers and academic leaders, pursues opportunities to create non-credit to credit pathways that result in high-quality learning opportunities that are flexible and responsive to employer and employee needs.
- Manages client performance strategies, goals and outcomes with the Associate Vice President, including performance improvement, utilizing a continuous improvement framework and measurements.
- Coordinates with other areas of the college on workforce related matters to explore solutions Crowder can provide to serve as the workforce partner of choice in the region.
- Oversees training and development of staff to ensure an understanding of applicable laws, regulations, policies and procedures related to the delivery of programs and services.
- Ensures that internal, state, or local compliance reviews are conducted on an ongoing basis and coordinates the external compliance monitoring; plus reviews resulting compliance reports and develops any corrective action plans as needed.
- Participates, as needed, on various committees related to customer/client programs and services.
- Attends partner meetings and public events that enhance the workforce development system.
- Prepares, with the Associate Vice President, and delivers presentations to Trustee Board, Staff or Committees and Area Chambers of Commerce, plus other stakeholders, as appropriate.
- Monitors business opportunities and seeks additional financial resources for The Training and Development Solutions or clients' workforce development systems.
- Performs other related work and/or projects as required.

Knowledge, Skills & Abilities

- Knowledge of workforce and/or career and technical education, preferred.
- Knowledge of grant management and objectives, preferred.
- Knowledge of Microsoft Office tools (Outlook, Teams, Excel).
- Knowledge of curriculum and program development, preferred.
- Knowledge of WIOA funding and compliance, preferred.
- Knowledge of basic marketing skills and the ability to promote the services of Workforce Development & TDS.
- Ability to plan, organize, and implement responsibilities effectively and a timely manner.
- Ability to establish and maintain positive working relationships with employers, workforce partners, 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 operate as a small business unit leader responsible for profitability of the department.
- 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.
- Creative and analytical skills:
 - Ability to define problems, collect data, establish facts, and draw valid conclusions.
 - Ability to develop and manage budgets
 - Ability to evaluate training opportunities for return-on-investment and growth opportunities.
 - 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 Missouri One Start and other 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

- Bachelor's Degree from a regionally accredited college or university
- Two years of experience in management, education, workforce, program or grant management, or related occupations
- Valid driver's license is required.

Positions Supervised

- Full-Time TDS Instructor
- Multiple part-time adjunct and contract instructors
- Shares supervision of Administrative Assistant for CTE and Workforce.

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.