

COWLEY COLLEGE

Director of Technical Education

Employer

Cowley College
125 2nd St,
Arkansas City, KS 67005

Job Description

Job Location: Arkansas City

Position Type: Full Time/Exempt

Department: Academic Affairs

Reports To: Vice President of Academic Affairs

Apply at: <https://bit.ly/45GMxDz>

Job Summary:

The Director of Technical Education provides oversight for Technical Education programs and their effectiveness. The Director of Technical Education researches the viability of new programs and their implementation. Manages, coordinates, develops, and executes a variety of projects related to technical education and related new programs and solicit funding and other material support for technical and business training programs. The Director of Technical Education will serve as the College's liaison with Kansas Board of Regents and the Technical Education Authority. This position will include administering Perkins funding, ensuring program compliance, developing strategic plans for CTE, coordinating with faculty, and representing the CTE programs at institutional meetings. Regular collaboration with the academic department chairs, community education and continuing education staff at the discretion of the Vice President for Academic Affairs.

Essential Functions:

- Provides leadership and coordination in support of career, technical and emerging occupational education programs and services.
- Conducts needs analyses, market surveys and other research to identify viable and sustainable courses, programs and majors not currently offered.
- Prepare programmatic and financial reports required by the KBOR, TEA and other state and local funding agencies.
- Works collaboratively with colleagues, department chairs, faculty and other relevant staff or external agencies to implement quality programs into the curriculum and schedule of classes.
- Works with and establishes partnerships with regional trade associations, economic

development agencies, business/industry to identify emerging skills and hiring trends.

- Works collaboratively with relevant programs and faculty to develop partnerships and linkages with business, industry, and community in the procurement of internship opportunities.
- With the input of industry partners, supports and promotes curriculum development by faculty to respond to student and community needs, including establishment and use of learning outcomes at the course and programmatic level, and ensures the assessment of said outcomes.
- Develops and maintains relationships with four-year colleges and universities, K-12, regional occupational education institutions, and appropriate community-based organizations related to technical education.
- Responsible for the supervision of ongoing Perkins and other related state leadership grants.
- Provides leadership in identifying outside funding opportunities for technical education and new program offerings.
- Coordinates the procurement and distribution of grant funds by preparing grant applications, budgets and reports for local, state and federal grant supported programs.
- Prepares and submits all related financial reports for CTE related funds in a timely manner.
- Working with faculty, ensures that each career/technical program has an active advisory committee that meets regularly to provide input concerning program design and implementation.
- Assists in the promotion and marketing of the college image and technical programs.
- Serves on campus-wide committees relevant to the position.
- Assists with the institutional accreditation process and accreditation processes for individual technical education programs as needed.
- Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
- Maintain courteous, professional and effective working relationships with employees, vendors and/or any other representatives of external organizations.
- Comply with all College policies and procedures.
- Assist the Vice President of Academic Affairs by performing other related duties as assigned.

Required Knowledge and Skills:

- Strong computer skills.
- Ability to build a strong rapport with alumni, donors, and community members on behalf of Cowley College.
- Accurate record keeping skills.
- Maintain the mental capacity to make critical decisions and follow through with directions.
- Ability to work independently, as well as on a team.
- Ability to work and maintain the highest level of confidentiality.
- Good communications skills, both written and oral.
- Ability to organize and prioritize work. Work well under deadline pressures.
- Excellent human relations skills. Ability to work with individuals from a variety of backgrounds.
- Understanding of and commitment to quality improvement.
- Understanding of Perkins program funding.
- Experience managing educational or workforce development grants, ensuring compliance, and overseeing financial reporting. Experience in administering Career Technical Education programs at the secondary or postsecondary level, including program development, evaluation, and improvement.

Required Education:

- Bachelor’s degree required – Master’s degree preferred.

Required Experience:

- A minimum of three (3) years of progressively responsible academic administrative experience reasonably related to the assignment.
- Higher education Career and Technical Education experience required.
- Grant writing and curriculum development experience preferred.

Physical Requirements:

Ability to sit or stand for extended periods of time; ability to move freely around campus and other locations; ability to follow safety and security practices; ability to lift up to 20 pounds; ability to bend, stoop, reach, and grasp as required to perform responsibilities; ability to work on the computer for long periods of time.

Work Environment:

Work performed in an office environment, classroom, and throughout the main campus and outreach centers. In addition, some work will be completed throughout the College service community at community functions and events.

Cowley College is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, marital status, political affiliation or other legally protected category. (Notice of Non-Discrimination found at <https://www.cowley.edu/about/legal.html>)

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the College.
- I have read and understand this job description.

Signature

Date

Print Name

