



Now Accepting Applications for  
**PRESIDENT**

**J.F. Ingram State Technical College**, is an accredited technical college that serves the incarcerated population. J. F. Ingram State has one main campus and eight instructional sites. The college seeks a visionary and experienced senior administrator, who will provide exceptional leadership as the **President**. The President reports to the Chancellor of the Alabama Community College System.

*For best consideration, application materials must be received by May 18, 2018.*

## POSITION SUMMARY

The President is the chief executive officer of the college and reports directly to the Chancellor of the Alabama Community College System. The President is responsible for administering and supervising the total college program at the assigned college. As chief executive officer, the President must delegate authority and yet retain final responsibility for the effective operation of the college.

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## Responsibilities

- Follow established policies and procedures of the Alabama Community College System Board of Trustees and the Chancellor.
- Follow established channels in relating the affairs of the college to the Chancellor and the Alabama Community College System Board of Trustees.
- Represent the needs of the college at the state and national levels by attending Presidents' meetings, serving on special interest committees, and attending regional and national meetings as appropriate.
- Appoint all faculty and staff of the institution using prescribed procedures, assign their duties and responsibilities, and ensure periodic evaluation.
- Report data and information in a timely and accurate manner to the Alabama Community College System Office.
- Manage the fiscal affairs of the college efficiently and economically.
- Interpret the mission of the college to local business, industry, and civic interests.
- Involve the business community in planning programs and services to be offered at the college.
- Demonstrate a clear vision and work effectively with employees, external partners, stakeholders, and the community.
- Secure, as appropriate, governmental and other outside funding for the college projects.
- Conduct appropriate fundraising activities.
- Provide leadership for maintaining quality educational and workforce training programs.
- Maintain awareness of trends and issues as they relate to correctional education.
- Create an atmosphere conducive to high faculty, staff, and student morale.
- Create a culture where safety and security of staff and students is recognized as a critical component of day to day operations.
- Effectively delegate responsibility and authority to appropriate administrative officers.
- Maintain open channels of communication with faculty, staff, and students.
- Direct long-range planning activities which include input from the faculty, staff, and students.
- Support continuous professional development activities of faculty and staff.
- Develop annual and long-range goals for the college.

- Provide effective leadership and management for the overall direction of the institution.

## Qualifications

- Earned master's degree from a regionally accredited college or university is required. Earned doctorate from a regionally accredited college or university is desired.
- A background of high-level administrative experience with a minimum of five years of senior-level, full-time administrative experience in an applicable institution, government agency or industry is required.
- Knowledge of the mission and role of public two-year institutions, particularly their important role in community economic development and workforce development is required.
- Knowledge of the mission and role of publicly funded prison-focused technical colleges.
- Experience in interpreting organizational needs, programs, and activities to the employees, community organizations and agencies, area school systems, the Legislature, and providing services and training for business and industry is required.

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## Educational Philosophy

- Committed to the technical college concept of quality education.
- Committed to the professional development of faculty and staff.
- Student-oriented in the sense of recognizing that all aspects of the college are to facilitate learning and student development, with the student obtaining a level of competency and the student being kept informed of progress.
- Committed to the offering of programs that are relevant to the current needs of business and industry.
- Demonstrated knowledge of the technical programs and evidence of ability to work with business and industry.



## Personal Characteristics

- Demonstrated sensitivity to all facets of the community, including the needs of the various groups of which it is comprised.
- Demonstrated ability to communicate well, both orally and in writing.
- Demonstrated ability to work as a team member, which includes all segments of the college faculty, staff, students, and governing boards.
- Demonstrated leadership, decision-making, and coordinating abilities in a complex organization.
- Demonstrated ability to project a positive public image.

### About J.F. Ingram State Technical College

J. F. Ingram State Technical College was established by the Alabama Legislature in 1965 as J. F. Ingram State Technical Institute. Named for Mr. John F. Ingram, a nationally known pioneer in vocational education, the college was created to train incarcerated men and women in useful occupations in preparation for a successful return to society.

In 1970, additional facilities were constructed approximately seven miles from the original site adjacent to the Frank Lee Youth Center in Deatsville, AL. Growth and improvement occurred at a steady pace.

In 1977, the college was accredited by the Commission on Occupational Institutions (COEI) of the Southern Association of Colleges and Schools. Today the college is accredited by the Council on Occupational Education (COE), the national accrediting agency that evolved from the regional COEI.

Throughout its history, the college has achieved significant recognition as a correctional education institution. In 1980, a United States Department of Education-funded study ranked J.F. Ingram as one of the top 10 such programs in the country. In 1986, another USDOE study, "Education in Correctional Settings: A Guide to Developing Quality Vocational and Adult Basic

Education Programs," named J.F. Ingram as a model.

In 1985, the college became a charter member of the National Correctional Education Consortium. In 2016, the College was selected as 1 of 69 programs nation-wide for participation in the U.S. DoED 2nd Chance Pell Experimental Sites Initiative.

During the 2016 – 17 academic year, J.F. Ingram State Technical College served more than 1,700 students across its main campus and eight instructional sites. The college offers 17 college degree and certificate programs as well as non-credit workforce skills training. 



*Annually, J. F. Ingram State Technical College serves the educational and vocational needs of more than 1,700 students. This presidency provides an excellent leadership opportunity for a well-experienced administrator who is committed to successfully preparing students for career paths that meet the state's growing economic and workforce development needs.*

# *Application Procedure*

For consideration as an applicant for the position, a complete application package must be received in the ACCS Human Resources office on or before **May 18, 2018 at 12:00 p.m. CST**. Application materials will be accepted via mail delivery, hand delivery, or via e-mail. Faxed application materials will not be accepted. A complete application packet consists of:

1. a letter of interest;
2. a completed official presidential application form;
3. a comprehensive résumé or curriculum vitae;
4. a list of five references, including complete contact information for each reference;
5. unofficial college transcripts, including identification of the applicant, the institution, and the degree(s) earned.

Application forms may be obtained at [www.accs.cc](http://www.accs.cc) under “Job Postings” or by calling (334) 293-4628. A complete application packet must be submitted to:

ACCS Human Resources  
Attn: Ms. Michelle Sylvester  
P. O. Box 302130  
Montgomery, AL 36130-2130

*Applications may be hand-delivered to:*

135 South Union Street  
Montgomery, AL

Questions regarding the application and selection processes may be referred to Ms. Michelle Sylvester, Executive Director of Human Resources for the ACCS, by phone at (334) 293-4554 or by email at [michelle.sylvester@accs.edu](mailto:michelle.sylvester@accs.edu).

Salary is dependent upon qualifications and experience. The salary range is **\$123,824 to \$159,779** and other allowances are provided. Benefits include retirement plan, health insurance, and others.

The successful candidate must be available to assume the position within a reasonable time and must be willing to relocate to the college community. Finalists will be required to provide official college transcripts and submit to a criminal background check.

*Selection process is subject to the Alabama Sunshine Law.*



*The Alabama Community College System is an equal opportunity employer. It is the official policy of the Alabama Community College System that no person shall, on the grounds of race, color, gender, religion, creed, national origin, age, or disability, be excluded from participation in , be denied the benefits of, or subjected to discrimination under any program, activity, or employment.*