



ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for
**DIRECTOR OF CAREER AND
TECHNICAL EDUCATION**



**For consideration, application materials must be received by
April 24, 2017 at 5:00 p.m. CST.**

POSITION SUMMARY

Under the direction of the Senior Director of Workforce Development, the Director of Career and Technical Education is responsible for providing leadership and technical assistance to the Alabama Community College System. The Director of Career and Technical Education will assist the Alabama Community College System in developing, planning, implementing, and assessing occupational and technical education, and implementing state and federal career and technical education statutes and regulations. The Director will assist the Division of Workforce Development as needed, to plan, develop, implement, and evaluate Training for Existing Business and Industry programs and provide related technical assistance to colleges.

Career Technical Education



PRIMARY RESPONSIBILITIES

- ❖ Develop plans and related documents in support of State and Federal education initiatives – Carl D. Perkins Career and Technical Education Act, School-to-Work, etc., -- including the State Plan for Career and Technical Education and the Annual Performance Report on Career and Technical Education.
- ❖ Supervise, develop, and administer Federal grants and research projects.
- ❖ Supervise, evaluate, and mentor the staff of the Career and Technical Education division.
- ❖ Conduct on-site monitoring of career and technical education programs to ensure compliance with laws, policies, regulations, and sound operating practices.
- ❖ Advise the Senior Director of Workforce Development concerning current trends in career and technical education.
- ❖ Evaluate effectiveness of career and technical education programs at colleges and assisting colleges to implement improvement measures.

- ❖ Provide oversight to the secondary/postsecondary career and technical education partnerships of the Alabama Community College System.
- ❖ Maintain close working relationships with industry partners, external agencies, and organizations.
- ❖ Provide supervision and oversight of the Ready to Work program.
- ❖ Responsible for Career and Technical Education (CTE) Curriculum development.
- ❖ Maintain and update the Career and Technical Education (CTE) course directory.
- ❖ Maintain and update the Career and Technical Education (CTE) plans of instruction.

SECONDARY RESPONSIBILITIES

- ❖ Coordinate professional development activities for faculty and staff.
- ❖ Supervise curriculum development activities for career and technical education.
- ❖ Provide assistance with the maintenance of the academic inventory of the System.
- ❖ Assist colleges to assess needs and to plan, implement, and evaluate career and technical education programs and services.
- ❖ Represent the System office at meetings of various groups and organizations.
- ❖ Provide assistance to colleges in implementing career/technical education dual enrollment courses and programs, and oversee career/technical education dual enrollment activities in the Alabama Community College System.



QUALIFICATIONS

- ❖ Master's degree from a regionally accredited college or university in a technical discipline, adult education, educational administration, or a related field.
- ❖ Minimum of six years' administrative experience at a regionally accredited college or university. Teaching experience and administrative experience may be concurrent.
- ❖ Ability to interpret, synthesize, and apply research data.
- ❖ Ability to communicate effectively both orally and in writing.
- ❖ Knowledge of and commitment to the philosophy and objective of the System and the State's two-year colleges.
- ❖ Knowledge of the Carl D. Perkins Career and Technical Education Act, including its purpose, planning requirements, reporting requirements, and required, permitted, and prohibited uses of funds.
- ❖ Knowledge of dual enrollment structures and practices.
- ❖ Experience in curriculum development.
- ❖ Knowledge of occupational demand, employment projections, and trends in career/technical education.
- ❖ Substantial experience in successful project management and policy development.
- ❖ Experience working in collaboration with business and industry partners.

PREFERRED

- ❖ Teaching experience at a postsecondary education institution or military-related teaching experience.

Application Procedure:

Applicants must submit an [ACCS application form](#), along with a [current résumé with four professional references](#), and a [copy of unofficial college transcripts](#), to the ACCS Human Resources office on or before **April 24, 2017 at 5:00 p.m. CST**. Applications will be accepted via mail delivery, hand delivery, or e-mail (nikita.payne@accs.edu), or may be submitted online at our website (www.accs.cc). Faxed applications will not be accepted. Application forms are available at <https://www.accs.cc/index.cfm/job-seekers/>.

Please mail applications to:

Alabama Community College System
Human Resources Dept.
Attn: Ms. Nikita Payne
P. O. Box 302130
Montgomery, AL 36130-2130

(Applications may be delivered in person at 135 S. Union Street).

Salary range is \$83,254 to \$107,488 dependent upon qualifications and experience. Benefits include retirement plan, health insurance, and others.

For questions, please contact Nikita Payne at (334) 293-4603 or Charlene Finkelstein (charlene.finkelstein@accs.edu) at (334) 293-4628.

THE ALABAMA COMMUNITY COLLEGE SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The Alabama Community College System will make reasonable accommodations for qualified disabled applicants or employees. The Alabama Community College System reserves the right to withdraw this job announcement at any time prior to the awarding.