

Southeast Kansas Career & Technical Education Center

Position Description

JOB TITLE: Director of the Southeast Kansas Career & Technical Education Center

RESPONSIBLE TO: CTEC Board of Directors and FSCC VP of Workforce Development

MONTHS PER YEAR: 12

HOURS PER WEEK: 40

UPDATE: 06-2022

EDUCATIONAL REQUIREMENTS:

Bachelors' degree in education, or related field required. Master's degree preferred.

PAY RATE: Based on education and experience.

EXPERIENCE:

- Development of complex projects with articulated goals, objectives and outcomes.
- Development formal and informal relationships to achieve a common purpose.
- Management of fiscal responsibilities and program management.
- Work with educational institutions.

General Expectations:

- Ability to work cooperatively with supervisors and co-workers.
- Best practice in project administration and career and technical education.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without necessity of close supervision.
- Ability to effectively communicate with community, businesses, and educational partners.
- Ability to meet attendance standards to perform the essential functions of the job.
- Ability to maintain a generally positive attitude.
- Ability to develop and maintain positive relationships with key stakeholders.

Specific Functions and Responsibilities:

Promotion of Southeast Kansas Career and Technical Center (CTEC) is necessary to solicit community support and involvement. Supervise and mentor CTEC faculty. Serve as a central source for the dissemination of information to the public through the media and personal contacts. He/she will represent CTEC at all public events and serve as its official representative. Develop and implement effective and efficient methods of communication with staff, parents and students using effective verbal and written skills. Additionally, the Director will develop literature and information regarding CTEC programs.