

# LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POSITION ANNOUNCEMENT

## DIRECTOR OF CAREER & TECHNICAL EDUCATION

The Louisiana Community and Technical College System (LCTCS) invites applications for the position of Director of Career & Technical Education located in the Baton Rouge office and reporting to the Senior Vice President for Workforce Solutions.

**SUMMARY:** This position is responsible for providing career and technical education leadership for community and technical colleges that are a part of the Louisiana Community and Technical College System. A significant responsibility will be State Director of Carl D. Perkins Grant.

### PRIMARY DUTIES AND RESPONSIBILITIES:

1. Serve as State Director of Carl D. Perkins Grant providing leadership, management, and oversight to Secondary and Post-Secondary initiatives
2. Promote economic development throughout the state through quality career and technical education programs and training opportunities
3. Implementation and maintenance of a systematic computerized grants management system throughout Louisiana Post-Secondary, in conjunction with Louisiana Secondary.
4. Provide a flexible and performance-based delivery system for programs to enable all citizenry access to affordable career and technical education and services
5. Promote a seamless educational system beginning with K-12 through the university level for career and technical education
6. Promote collaborative efforts among the career and technical college program areas and the general education offerings of the community colleges with LCTCS
7. Research, develop, and implement career and technical education programs, policies and procedures
8. Lead LCTCS in the development and implementation of a consistent career and technical education curriculum
9. Plan, develop and evaluate curricula changes for career and technical education programs
10. Evaluate career and technical education programs for enhancement, consolidation, or deletion
11. Assist the LCTCS colleges in institutional and program accreditation, certification, and licensing efforts for career and technical education programs
12. Oversee articulation and dual credit agreements between LCTCS colleges and other higher education and secondary institutions as it relates to career and technical education programs

13. Promote professional development among all career and technical education administration, faculty, and staff
14. Work with internal and external stakeholders including regularly scheduled meetings supporting statewide initiatives
15. Represent the LCTCS at various meetings, conferences, and public hearings regarding career and technical education
16. Recommend and leverage existing funding for career and technical education
17. Supervise career and technical education staff and evaluate work performance as directed
18. Serve on the LCTCS Statewide Workforce Council
19. Perform other related duties as assigned

**Minimum Qualification Requirements:**

- Preferably an earned Doctorate from a regionally-accredited institution of higher education and a minimum of a Master's degree with five years experience of high education administrative experience.
- Significant experience as a faculty member or administrator in higher education.

**Compensation:**

Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit [www.lctcs.edu](http://www.lctcs.edu).

**Application Instructions:**

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to:

Assistant Director of Human Resources,  
Louisiana Community and Technical College System,  
265 S. Foster Drive, Baton Rouge,  
LA 70806

Applications will be accepted until position is filled, but preference will be given to those received on or before November 30, 2012.