LEHIGH CAREER & TECHNICAL INSTITUTE

Position Description

Position Title: Director of Postsecondary and Workforce Education

Qualifications/Certification:

1. Hold or be eligible for a Supervisor and/or Director of Comprehensive Vocational Education Certificate for the Commonwealth of Pennsylvania.
2. Have a minimum of five (5) years of successful teaching experience and shall hold a Master’s Degree or Equivalency.
3. Industry or business experience, as well as an understanding of the business/industry community.

Reports To/Supervised By: Executive Director

Supervises the following Adult Workforce Education Department staff:

1. Program coordinators
2. Full-time and part-time instructors
3. Support staff
4. School-to-Career Staff

Responsibilities:

The performance responsibilities shall include, but not be limited to the following:

1. Oversee adult workforce programs and implement training programs in accordance with established policies
2. Supervise School-to-Career programs - Capstone Co-op and Diversified Career Occupations
3. Supervise and evaluate adult workforce education and school-to-career staff, including coordinators, instructors and secretaries
4. Develop and supervise customized training projects with business and industry
5. Assess and evaluate the training programs to ensure objectives are met
6. Implement curriculum revisions as recommended by the OAC, industry representatives and other stakeholders
7. Recommend equipment purchases to support training programs
8. Develop new programs based on labor market needs
9. Foster relationships to promote LCTI with business and industry, workforce and economic organizations, chamber of commerce and other stakeholders
10. Coordinate with the Human Resources Manager to recruit, interview and recommend hiring of staff
11. Develop an annual budget and tuition rates for the adult workforce education department
12. Determine adult workforce education staff annual salary increases
13. Monitor and manage the adult workforce education department budget
14. Monitor the School-to-Career budget
Director of Postsecondary and Workforce Education

Page 2

15. Maintain PPVE accreditation, complete annual reports
16. Prepare JOC agenda items, attend JOC meetings and Public Relations Committee meetings
17. Prepare contracts for JOC approval
18. Participate in LCTI administrative meetings
19. Review, verify and code staff timesheets each pay period
20. Approve and support professional development for adult workforce education and School-to-Career staff
21. Direct and support coordinators to recruit, enroll, and monitor attendance, grades and progress for adult students
22. Implement a system of discipline for adult students
23. Provide advertising and recruitment opportunities for coordinators to market programs
24. Submit program data for agency approvals
25. Oversee Veterans Administration funding
26. Maintain contracts with funding agencies and companies
27. Manage the partnership with the Workforce Board Lehigh Valley and PA CareerLink Lehigh Valley
28. Represent LCTI on Workforce Board Lehigh Valley committees
29. Participate in workforce and economic development initiatives
30. Serve on committees with education, human resource, and business and industry organizations
31. Complete all reports as required to local, state and federal agencies, including but not limited to PA Department of Education Adult Affidavit, PIMS and subsidy reports
32. Approve purchasing requests for instructors and staff
33. Prepare local, state and federal funding proposals and grants
34. Manage grants and other funding opportunities
35. Operate the summer youth program with the Workforce Board Lehigh Valley
36. Support the School-to-Career office to increase and enhance work-based learning opportunities for students
37. Perform any other duties so assigned by the Executive Director

Physical Requirements of Job:

MEASURED IN TERMS OF FREQUENCY

<table>
<thead>
<tr>
<th>Not At All</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>1 - 33%</td>
<td>34 - 66%</td>
<td>67 - 100%</td>
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LIFTING:
- Up to 10 lbs: Occasionally
- 11 to 20 lbs: Occasionally
- Beyond 20 lbs: Occasionally

BODY MOVEMENTS:
- Bend/Stoop: Occasionally
- Climb: Occasionally
Kneel: Occasionally
Push: Occasionally
Pull: Occasionally
Twisting: Occasionally
Standing: Frequently
Sitting: Frequently
Walking: Frequently

Terms of Employment:

Length of Work Year: Twelve (12) months

Evaluation:

Performance will be evaluated by the Executive Director.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the LCTI of any and all reasonable accommodations that will be required.

LCTI is an equal opportunity employment, educational and service organization.

I have read and understand the requirements of the job and I can perform the physical requirements of the job either with or without reasonable accommodations.

______________________________________________________
Applicant’s Signature

jv
9/24/08
Jobdesc/directorpostsecondary