

Education Consultant
Director of Advanced Manufacturing

POSITION SUMMARY

Under general supervision, this position provides statewide educational program leadership as the Director of Advanced Manufacturing. Responsibilities include the initiation, development, implementation, maintenance and evaluation of programs and curricula related to the assigned occupational programs. This position serves the mission, vision and values of the WTCS.

40% A. PROGRAM DEVELOPMENT AND INNOVATION: Provide statewide leadership and coordination in the exploration, development, implementation and improvement of advanced manufacturing programs.

A.1 Initiate research and analysis to identify new areas of occupational and workforce need.

A.2 Collaborate with businesses, labor and industry associations to initiate and develop innovative courses, seminars and programs to meet labor market needs.

A.3 Strategically plan with college staff and industry advisory committees regarding career trends, course development and program improvement.

A.4 Provide leadership for the development, implementation, and evaluation of incumbent worker training and other continuing education.

A.5 Initiate collaboration for articulation of courses, transfer options and programs with universities, colleges, K-12, and other educational institutions.

A.6 Analyze enrollment statistics, student placement, staff certification and cost/benefit statistics as they relate to program implementation and improvement.

A.7 Design and facilitate professional development opportunities for technical college administrators, faculty and staff.

A.8 Facilitate the development and improvement of instructional methods.

A.9 Lead and facilitate system-wide initiatives in student outcomes and student outcomes assessment supporting achievement of educational goals, course completion, student retention, student completion/graduation and job placement.

A.10 Provide leadership to initiatives that promote awareness and a positive public perception of the WTCS to employers, taxpayers, legislators, educators, and other key stakeholders.

A.11 Provide leadership for economic development initiatives.

A.12 Collaborate with regional, state & national associations and committees related to the assigned occupational areas.

20% B. LEARNING STRATEGIES: Provide leadership and expertise in performance-based instructional design strategies, teaching/learning techniques and instructional technology.

B.1 Facilitate the application of performance-based instructional design techniques and assessment strategies.

B.2 Provide leadership to promoting and implementing new and innovative teaching/learning strategies.

B.3 Promote and coordinate the development and implementation of new instructional technologies for instructional programs.

B.4 Collaborate with regional, state & national associations, task forces and committees related to the development and implementation of instructional technologies.

B.5 Monitor and assess the effectiveness of curriculum projects and other grants.

30% C. SYSTEM OPERATIONS: Provide system-wide leadership and collaboration in state office operations and ensure system-wide compliance with instructional policies and program integrity.

Course and Curriculum Approval and Management

C.1 Analyze and determine curriculum and program appropriateness for state funding using the course and program approval process.

Grants Development and Management

C.2 Manage the grant review process and communicate funding recommendations to WTCS administration.

C.3 Evaluate grant proposals within a funding category as a member of a review team.

C.4 Consult with college staff on the implementation and improvement of grant-funded activities.

C.5 Review, process, monitor, and evaluate grant-funded projects

C.6 Assist college leaders to identify and secure resources that respond to program development, operations and innovation.

10% D. SPECIALIZED AGENCY ASSIGNMENTS: Perform assignments related to State Board requirements and System Office functions.

D.1 Lead and participate effectively on internal teams.

D.2 Participate in national, state, and local professional development activities.

D.3 Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1) Knowledge of discipline specific content, direction and career opportunities.

2) Knowledge of instructional methods and teaching/learning techniques.

3) Knowledge of educational strategies to ensure learning for every student.

4) Knowledge of course development, maintenance and improvement.

5) Knowledge of techniques of program and course evaluation/improvement.

6) Knowledge of continuous improvement tools and techniques.

7) Knowledge of systems thinking and its application.

8) Knowledge of industry-based performance standards.

9) Knowledge of advisory committee organization and application.

10) Skill in instructional design & educational delivery methods.

11) Skill in planning and conducting professional development seminars.

12) Skill in instructional resource development and acquisition.

13) Skill in industry-education partnership development.

- 14) Ability to present ideas clearly and concisely in public speaking and in written form.
- 15) Ability to lead teams and work effectively in a team environment.
- 16) Ability to facilitate inter-group collaboration.
- 17) Ability to provide statewide leadership to issue resolution in the field of education.
- 18) Ability to effectively resolve problems and conflicts.
- 19) Ability to appropriately plan, set priorities and complete assignments.
- 20) Ability to take initiative to continuously upgrade skills.
- 21) Ability to analyze and apply the results of research in education.
- 22) Ability to operate a personal computer with standard software applications.
- 23) Ability to respond effectively to change.
- 24) Ability to use technology-based communications applications.
- 25) Ability to represent the agency in a positive and professional manner.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license including personal automobile insurance, or the ability to provide one's own transportation for work purposes, is required.
- Travel is required for up to 20% of this position's duties.