

Southeastern Illinois College

CTE Program Specialist for Stanford D. Williams Career & Training Center (Full-time position)

DIVISION: Academic Affairs
LOCATION: David L. Stanley Center (Carmi)
REPORTS: Vice President of Academic and Student Services
BOARD APPROVED: November 1, 2022

POSITION SUMMARY:

This position is responsible for the leadership, development and promotion of career and technical education programs offered at the Stanford D. Williams Career & Training Center. This position must maintain good rapport and relationships in the community, especially within the local high schools and industry, providing exceptional customer service. This position shall report to the Vice President of Academic and Student Services.

ESSENTIAL RESPONSIBILITIES:

1. Provides program coordination, administration (possibly evening), and support for CTE students;
2. Assists with finalizing course offerings based on enrollment figures and community needs for the designated program areas;
3. Coordinates program needs with the White County Center Director;
4. Establishes and maintains contacts with local and regional high schools, business and industry and community partners to promote CTE programs as well as identifying potential growth areas for the district;
5. Assists with grant writing and reporting specific to programs offered through the Stanford D. Williams Career & Training Center.
6. Teaches part-time in a vocational and/or CTE program area.
7. Supervises adjunct faculty teaching in the Stanford D. Williams Career & Training Center.

EDUCATION:

Associate degree plus a minimum of two years of supervisory experience; bachelor's degree in industrial or vocational program area preferred.

QUALIFICATIONS:

1. Previous teaching experience at secondary or post-secondary level.
2. Strong organizational, customer service, and public speaking skills.
3. Proficiency with use of technology and computer skills.
4. Must maintain a valid Illinois Driver's Licenses and reliable transportation.

PREFERRED QUALIFICATIONS:

1. Should possess an understanding of community colleges and CTE programming.
2. Must be self-motivated and have an outgoing personality.

COMMUNICATIONS SKILLS:

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents, manuals/procedural reports, and/or ability required.

REASONING ABILITIES:

Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to regularly to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this position include distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate to high.