

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Director	SALARY LEVEL:
DEPT: Tech-Prep/School-to-Work Partnership	JOB CODE:
CLASS: Administration	FLSA STATUS: Exempt
	RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: To effectively direct all program activities in accordance with the grant(s), contracts(s), and the host institution/fiscal agent=s guidelines in a proficient manner that will ensure coordination and completion of the Partnership=s program objectives and goals. To ensure all Partnership activities are relative to State and Federal goals and guidelines. To maintain fiscal responsibility for all grant funds received.

REPORTS TO: Executive Committee, Upper East Texas Tech-Prep/
School-to-Work Partnership
Dean of Workforce Education

SUPERVISES: Secretary II, Tech-Prep/School-to-Work Partnership, part-time

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Excellent oral and written communication skills, including writing skills.
2. Demonstrated organizational skills, including budget administration and knowledge of grant regulations.
3. To establish and maintain effective working relationships with those involved in the Partnership, (staff, teachers, administrators, students, counselors, and others involved in community-based organizations).
4. Strong presentation skills.
5. Must be able to travel to sites around the 9 county service areas.

Education, Experience, and Licensure

1. Master's degree with emphasis in business/public administration and/or education.

2. Knowledge about Tech Prep and School-to-Work programs and have ability to articulate goals and objectives to various audiences.
3. Previous experience working with secondary and post-secondary educational systems.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Plan, develop, implement, manage, and evaluate all Upper East Texas Tech Prep/School-to-Work Partnership programs and activities.
2. Lead and direct the Upper East Texas Tech Prep/School-to-Work Partnership.
3. Plan and coordinate Partnership activities.
4. Maintain absolute confidentiality in all Partnership matters.
5. Serve as a liaison between the Partnership and industry, independent school districts and colleges.
6. Maintain contact and coordination with the schools and business community and conduct required Partnership meetings.
7. Provide professional development training for school and business personnel.
8. Attend state and national conventions, other professional development meetings, and travel widely throughout the Partnership=s region.
9. Conduct workshops, provide technical assistance, and distribute information to Partnership members.
10. Market Partnership programs widely through contacts with, and presentations for, education, business and industry.
11. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
12. Displays personal characteristics which reflect positively on the education profession and the College in such ways as:
 - a. Respecting colleagues and observing ethical principles of the education profession.

- b. Participating in community activities.
 - c. Demonstrating a constructive attitude toward other professional and classified personnel.
 - d. Using appropriate vocabulary free from excessive profanity and slang.
 - e. Displaying use of good judgment, tact, and discrimination.
 - f. Confidentiality of records, information, materials, and office concerns.
13. Demonstrates a knowledge of the subject matter employed by:
- a. Providing evidence of preparation in the area.
 - b. Being familiar with current research and developments in the area of specialty.
 - c. Maintaining the respect of colleagues in the subject area.
14. Demonstrates leadership qualities:
- a. Facilitates the solution of problems.
 - b. Instills enthusiasm for professional goals.
 - c. Seeks and encourages new and different approaches to college problems.
 - d. Appraises situations and problems impartially.
 - e. Recognizes staff proficiencies and accomplishments.
 - f. Performs other duties as may be assigned.
 - g. Adheres to statement of ethics.
 - h. Adheres to Paris Junior College covenant for success.

Marginal Job Functions

1. Develop and assist with workshops.
2. Develop and assist with the distribution of materials throughout the region.
3. Assist with the development of new programs/projects.
4. Write for grants.
5. Market Partnership activities.
6. Plan and conduct required meetings.

SPECIFIC EQUIPMENT AND MATERIALS USED

1. Must have extensive knowledge of business operations using PC computers, knowledge of 10-key calculator and copy machines, knowledge of computer word processing and accounting/spreadsheet programs.
2. Must be responsible/accountable for equipment belonging to the Partnership and used/issued to you.

ESSENTIAL PHYSICAL TASKS

1. Must be able to accommodate frequent (10-80% of time) walking, sitting, standing, reaching, and typing.
2. Must be able to drive moderate distances. (In and out of region)
3. Must be able to lift up to 50 lbs using proper lifting techniques.

ENVIRONMENTAL DEMANDS

1. May be asked to work more than 40 hours during peak times of the year.
2. May be asked to drive or fly to meetings or conferences around state/United States.