

**Kansas Board of Regents
Position Description for
Associate Director for Career Technical Education**

Date: July 2024
Name: Vacant
Position no: K0243821
Supervisor: Director for Career Technical Education

Brief Description of Position:

The Associate Director for Career Technical Education serves the Workforce Development unit under the Kansas Board of Regents and collaborates directly with the Director for Career Technical Education to implement and support the Carl D. Perkins statewide plan. The Associate Director will support institutions delivering Perkins-approved technical programs, support the grant procurement agenda, coordinate the implementation of career guidance and preparation tools, serve as a liaison and provide technical assistance for Perkins Grant recipients, and manage additional State-funded grant initiatives.

Position Duties:

- Reviews Perkins grant applications, budget modifications, and reports
- Monitors progress of Perkins-funded activities and provides technical assistance to postsecondary institutions approved to receive Perkins funds.
- Builds tools and training materials to assist institutions in analyzing institutional performance and labor market data related to technical education.
- Assists with Perkins federal reporting requirements by adhering to fiscal guidelines and federal regulations.
- Assists with tasks related to the state postsecondary Perkins plan, such as leveraging resources for professional development based on institutional needs, Perkins grant review, and Perkins performance outcomes.
- Assists in fulfillment of Perkins requirement of biannual needs assessment by providing the needs assessment regions with necessary information and data as well as technical assistance and support.
- Supports initiatives to encourage collaboration between colleges, secondary education, business, and workforce partners across the state by helping to build working relationships and encouraging a high level of acceptance, cooperation, and mutual respect.
- Provides research support for business and industry credentialing, education, and training needs by identifying, collecting, and organizing data for analysis and decision making.
- Provides support for career technical education in concert with other agencies by focusing on goals and needs identified in the statewide Carl D. Perkins plan.
- Implements strategies which promote the appropriate co-enrollment of under prepared students and students in adult education programs into postsecondary career technical education.
- Support leveraging federal funding streams and state initiatives for CTE programs of study through the Kansas Nursing Initiative and Kansas Innovative Technology grants.
- Assists with additional special projects and other duties as assigned.

Supervisory Duties: No

Required Qualifications:

- Bachelor's degree from an accredited institution
- Experience in postsecondary education or project administration.
- Previous experience and success with grant writing, reporting, and grant management
- Strong analytic, organization, interpersonal, presentation, and communication skills; ability to prioritize, take initiative, and follow through to completion with multiple projects.
- Ability to work and communicate with multiple agencies, constituents, and stakeholder groups.
- Willingness to travel within and outside the state of Kansas.

Preferred Qualifications:

- Master's degree from an accredited institution
- Experience with technical education, workforce development, and data analysis