

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

**Date:** May 9, 2022

**Name:**

**Position No.:** K0243821

**Supervisor:** Director for Workforce Development

**Brief Description of Position:** The Associate Director for Adult and Career Technical Education serves in the Workforce Development unit under the Kansas Board of Regents (KBOR) and provides support for adult education and career technical education on various initiatives. This position is responsible for federal reporting, federal budget management, communication coordination with state partners, management of the Accelerating Opportunity: Kansas (AO-K) grant, supporting the Perkins Comprehensive Local Needs Assessment (CLNA), and assisting with Postsecondary Technical Education Authority meetings.

**Position Duties:**

- Assist with the Adult Education and Carl D. Perkins federal reporting requirements
- Coordinate and/or manage Adult Education and Career Technical Education Integration in Academics projects
- Assist with federal budget management, including coordinating with entities to spend federal funds to avoid loss or forfeiture
- Participate in writing new Adult Education and Carl D. Perkins grants and follow-up upon completion
- Ensure and verify that Adult Education local programs follow state and federal policies through quarterly document review, auditing, and/or local certification
- Support and lead various projects including, AO-K, Program Alignment, CLNA, Perkins activities, and data collections
- Coordinate communication between the Board office and the State Department of Education, Adult Education Centers, and Colleges
- Support and lead professional development activities for adult and career technical education programs
- Participate in special research projects, conferences, and trainings
- Provide reports and support to the Postsecondary Technical Education Authority
- Performs special projects and requests as assigned
- Performs other duties as assigned

**Supervisory Duties:** None

**Required Qualifications:**

- Bachelor's degree from an accredited institution
- Minimum of three years full-time administrative experience in postsecondary education
- Strong analytic, organizational, interpersonal, 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
- Demonstrated flexibility in response to diverse demands
- Willingness to occasionally travel within and outside the state of Kansas

**Preferred Qualifications:**

- Master's degree from an accredited institution