

**Kansas Board of Regents
Position Description for
Vice President for Workforce Development**

Date: November 20, 2023
Name: Vacant
Position No.: K0218450
Supervisor: President and Chief Executive Officer

Brief Description of Position:

The Vice President for Workforce Development serves as the executive director for the Kansas Postsecondary Technical Education Authority (TEA); a 12-member board appointed to oversee a program of work for technical education for the Kansas Board of Regents. In that capacity, the Vice President leads the boards workforce development staff, provides overall leadership and management for technical education matters for the state's system of postsecondary education and advises the Board of Regents and the President and CEO on a broad range of system-wide technical education matters. The Vice President maintains the highest level of knowledge about postsecondary education of institutions within the Kansas higher education system, will represent the TEA and the Board on postsecondary technical education matters as appropriate with government agencies and other organizations and with the general public, and functions as a key member of the President and CEO's executive leadership team.

Position Duties:

- Coordinates board and subcommittee meetings for the TEA and carries out their strategic priorities and program of work as prescribed in K.S.A. 72-4482 (HB 2556) including annually defining and achieving TEA goals and ensuring meetings are conducted as required by law.
- Coordinates state-wide planning for postsecondary technical education and contract training by coordinating ideas and resources to achieve goals.
- Provides leadership in the planning, development, and implementation of system wide initiatives and processes to ensure educational quality and enhance capacity in the delivery of technical education and training to meet the workforce needs. At least three program alignment updates need to occur each year and new initiative proposals provided on an annual basis.
- Communicates with members of the legislative and executive branch of government regarding postsecondary technical education issues.
- Represents the TEA by developing and presenting to the Board of Regents policy, funding, regulations, and operating procedure recommendations relative to postsecondary technical education in the state that fall within the Board's control or state-level coordination authority.
- Reports the performance of the TEA's functions and duties along with proposals and/or recommendations to the Kansas Board of Regents and Legislature including filing an annual report with the Legislature by January of each year.
- Communicates regularly with representatives of the institutions in the state's public postsecondary technical education system regarding statutes, regulations, policies, procedures, program, and budgetary matters relative to technical education. This includes meeting one-on-one with a minimum of 18 institutions each year and every two-year college at least once every two years.

- Oversees the administration of Carl D. Perkins Career and Technical Education Act, High School Equivalency (GED), and the Adult Education and Family Literacy Act initiatives and ensures the annual reports are filed annually on time.
- Prepares and manages Workforce Development/Career Technical Education/GED/Adult Education budgets providing the President and CEO and Authority with regular and timely data updates and recommended actions.
- Provides daily supervision for Workforce Development/Career Technical Education/GED/Adult Education staff including hiring, professional development, work assignments and evaluations. Personnel reviews should be done on time including providing updated position descriptions as needed.
- Serves on the KANSASWORKS State Board representing Adult Education and the Board of Regents by attending at minimum 75% of all scheduled meetings and successfully advocating for Board of Regents priorities.
- Compares labor demand with graduation rates and recommends appropriate workforce development program changes as needed including new initiatives.
- Coordinates with the Kansas State Department of Education and Kansas Department of Commerce to expand work-based learning opportunities for students in Kansas.
- Serve as the State Director of Career and Technical Education and State Director of Adult Education including attending at least one national meeting for each organization annually.
- Works closely with the Kansas Department of Commerce on issues relating to workforce development.
- Performs other duties as assigned by the President and Chief Executive Officer.

Supervisory Duties:

The Vice President manages and supervises the Workforce Development/Career Technical Education/Adult Education/ High School Equivalency personnel and is responsible for evaluation of their performance.

Required Qualifications:

- Master's degree or beyond from a regionally accredited institution.
- Five years combined of teaching and effective leadership and management in postsecondary technical education.
- Well-developed oral/written communications and interpersonal skills.
- Strong planning and strategic thinking skills.
- Ability to manage large and complex systems and initiatives.
- Ability to work effectively with a wide range of constituents including business CEO's and representatives, governing boards, college leadership, governmental agencies, community groups and the general public.
- Willingness to travel within and outside the state of Kansas

Preferred Qualifications:

- Doctoral degree from an accredited institution.
- Experience with the legislative process.
- Experience in managing and receiving direction from a governing board.

Vice President for Workforce Development

- Experience working in/with business/industry settings, including economic development.
- An understanding of current national and state postsecondary technical education issues and systems.