

Education Consultant  
General Ed and Business

### **POSITION SUMMARY**

This position provides educational program leadership as education director for General Education, Liberal Arts, Business, Finance and Marketing. Responsibilities include development, implementation, maintenance and evaluation of programs and curricula related to the assigned occupational programs and collegiate transfer programs. This position reports to the Associate Vice President of the Office of Instruction.

### **TIME % GOALS AND WORKER ACTIVITIES**

30%    A. PROGRAM DEVELOPMENT AND INNOVATION: Provide statewide leadership and coordination in the development, implementation and improvement of all aspects of instruction within assigned occupational and/or collegiate transfer programs.

A.1. Initiate research and analysis to identify new areas of occupational and workforce need.

A.2. Collaborate with businesses, labor and industry associations to initiate and develop innovative courses, seminars and programs to meet labor market needs.

A.3. Strategically plan with college staff and industry advisory committees regarding career trends, course development and program improvement.

A.4. Analyze enrollment statistics, student placement, staff certification and cost/benefit statistics as they relate to program implementation and improvement.

A.5. Provide leadership for the implementation, development and evaluation of adult and continuing education courses

A.6. Design and conduct professional development opportunities for technical college administrators, faculty and staff.

A.7. Initiate collaboration for articulation of courses; development of transfer options and programs with 4-year, K-12, and other educational institutions.

A.8. Contribute expertise to college evaluation and instructional improvement processes and performance standards.

A.9. Facilitate the development and improvement of instructor appropriate occupational experience used for certification.

A.10. Provide leadership to initiatives that promote awareness and a positive public perception of the WTCS to employers, taxpayers, legislators, educators, and other key stakeholders.

A.11. Provide leadership for economic development initiatives.

30% B. SYSTEM OPERATIONS: Provide system-wide leadership and collaboration in state office operations and methods of improving program development and learning strategies.

B.1. Analyze and determine curriculum and program appropriateness for state funding using the course and program approval process.

B.2. Manage the grant review process and communicate funding recommendations to WTCS administration.

B.3. Evaluate grant proposals within a funding category as a member of a review team.

B.4. Consult with college staff on the implementation and improvement of grant-funded activities.

B.5. Review, process, monitor, and evaluate grant-funded projects.

B.6. Assist college leaders to identify and secure resources that respond to program development, operations and innovation.

15% C. COLLEGIATE/ POST-SECONDARY TRANSFER: Provide System-wide leadership related to transfer opportunities

C.1. Work with public and private post-secondary partners to maintain consistency and transferability to liberal arts related coursework.

C.2. Serve as key point of contact for collegiate transfer according to state statutes and institutional policy.

C.3. Serve as key point of contact for System-Wide Articulation Agreement and Universal Transfer Agreement.

C.4. Manage technical aspects of transfer.

C.5. Create annual transfer report.

15% D. LEARNING STRATEGIES: Provide leadership and expertise in performance based instructional design strategies, teaching/learning techniques and instructional technology.

D.1. Facilitate the application of performance-based instructional design techniques and assessment strategies.

D.2. Provide leadership to promoting and implementing new and innovative teaching/learning strategies.

D.3. Develop and monitor the effectiveness of curriculum projects and other grants.

D.4. Promote and coordinate the development and implementation of new instructional technologies for instructional programs.

D.5. Collaborate with state & national associations, task forces and committees related to the development and implementation of instructional technologies.

10% E. SPECIALIZED AGENCY ASSIGNMENTS: Perform assignments related to State Board requirements and System Office functions.

E.1. Advocate services for minorities and persons with special needs.

E.2. Lead and participate effectively on internal teams.

E.3. Participate in national, state, and local professional development activities.

E.4. Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- 1) Knowledge of discipline specific content and direction.
- 2) Knowledge of the role of general education coursework in post-secondary education.
- 3) Knowledge of distinction and partnerships between liberal arts and occupational programs.
- 4) Knowledge of the policies and processes of post-secondary transfer opportunities.
- 5) Skill in planning and conducting professional development seminars.
- 6) Knowledge of instructional methods and teaching/learning techniques.
- 7) Knowledge of advisory committee organization and application.
- 8) Knowledge of course development, maintenance and improvement.
- 9) Knowledge of instructional design & educational delivery methods.
- 10) Knowledge of techniques of program and course evaluation/improvement.
- 11) Knowledge of continuous improvement tools and techniques.
- 12) Knowledge of systems thinking and its application.
- 13) Knowledge of instructional resource development and acquisition.
- 14) Knowledge of industry-education partnership development.
- 15) Knowledge of industry-based performance standards.
- 16) Ability to work with diverse audiences with similar but distinct needs.
- 17) Ability to present ideas clearly and concisely in public speaking and in written form.
- 18) Ability to lead teams and work effectively in a team environment.
- 19) Skill to facilitate inter-group collaboration.
- 20) Ability to provide statewide leadership to issues resolution in the field of education.
- 21) Skill in effectively resolving problems and conflicts.
- 22) Ability to appropriately plan, set priorities and complete assignments.
- 23) Ability to apply research techniques in education, develop and write papers, etc.
- 24) Must be able to travel in a car and have a valid driver's license.
- 25) Ability to operate a personal computer with standard software applications.
- 26) Ability to represent WTCS in a professional and positive manner.