



POSITION DESCRIPTION

TITLE: Tech Prep Consultant

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| FLSA STATUS: Exempt, .75FTE | GRADE LEVEL: 7 |
| LOCATION: Leffel Lane Campus | UNIT: Academic Affairs |
| SHIFT: Flexible schedule: To be determined by coordination between employee and supervisor | DEPT: Academic Affairs |
| INCUMBENT: | EMPLOYEE SIGNATURE: Date: |
| REPORTS TO: Vice President, Academic Affairs | PREPARED BY & DATE: |
| Reviewed/Revised By: | EE Name : Date: |
| Reviewed/Revised By: | EE Name : Date: |
| Reviewed/Revised By: | EE Name Date: |

I. POSITION PURPOSE – *List brief summary of position*

The Tech Prep Consultant provides services to area career centers, high schools, Clark State Community College and Edison Community College to develop programs of study, articulations; and to collaborate on college readiness initiatives. This includes ensuring the alignment of high schools and career center curriculum with college coursework to create a seamless pathway to college level learning. This is accomplished through the development of bi-lateral articulations, Career Technical Credit Transfers (CT2), Programs of Study, and other appropriate collaborations/initiatives.

II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

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| Ohio Department of Education | Northwest Ohio Tech Prep Regional Center | Local Career Centers and High Schools | Ohio Board of Regents |
| Prospective Tech Prep Students | Clark State Deans and Faculty | Guidance Counselors | |

III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

The funds provided to the Service Provider under this Agreement shall not exceed \$66,000. The funds shall be drawn from the FY 2020 Tech Prep Regional Center grant.

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

Under broad supervision, this position performs the following duties:

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| 1. | Leads Tech Prep college transition activities at Clark State Community College and related local colleges (i.e., articulation agreement, creation of Programs of Study, CT2, etc.) |
| 2. | Collects and reports data on Programs of Study, articulation agreements, and CT2 to the Region. |
| 3. | Facilitates and maintains relations with assigned area school district staff, college faculty and administration. |
| 4. | Collaborates with assigned local partners. |
| 5. | Collaborates with other Tech Prep coordinators in the Regional Center. |
| 6. | Carries out other duties as assigned by the Service Provider. |



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| 7. | All other duties assigned by supervisor. |
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V. SUPERVISORY RESPONSIBILITIES – *The following position title(s) report to this position. If there are no reporting positions, type “None.”*

- None

Qualifications – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

VI. EDUCATION and/or EXPERIENCE – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- Bachelor’s degree in education, leadership or related field; Master’s degree preferred.
- 3 – 5 years experience in Career Technical Education, Secondary Education, or Post-Secondary Education

VII. SKILLS AND ABILITIES – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Proven managerial or administrative experience, preferably in a technical education environment; ability to interact with business and industry
- Awareness of business and industry needs as well as extensive knowledge of secondary and post-secondary education and curriculum
- Excellent organizational and oral and written communication skills, ability to facilitate training sessions related to Tech Prep
- Proven ability to build consensus among diverse groups
- Ability to aggressively market the program to students, parents, educators and the business community
- Financial management skills with the emphasis on grant management
- Ability to work effectively with a governing board
- Computer skills, including Microsoft office preferred.

VIII. CERTIFICATES, LICENSES, REGISTRATIONS – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- None

IX. LANGUAGE SKILLS – *(To be completed by HR)*

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, students, faculty, and the general public.



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X. MATHEMATICAL SKILLS – *(To be completed by HR)*

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

XI. REASONING ABILITY – *(To be completed by HR)*

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

XII. PHYSICAL DEMANDS – *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job, the employee is regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to stand, walk, and to travel to various education and business settings in the Clark State Community College and Edison Community College service area; and occasionally to other locations. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

XIII. WORK ENVIRONMENT – *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

The work is performed in an office-like environment with a minimal amount of noise. Work is also performed in other educational and business facilities as required.