



EXTRA HOURS ASSIGNMENT CAREER AND TECHNICAL EDUCATION COORINDATION

The college is in need of a team member to help manage and supervise the Career and Technical Education area while the college searches for a Director of CTE. An overview of the duties are listed below.

DUTIES AND RESPONSIBILITIES:

- Provide leadership, coordination and planning for career technical education programs, providing career options for students and support regional industry workforce needs, and working collaboratively across other areas of the college.
- Implement Perkins and state grant funding requirements and oversight, ensuring accuracy, efficiency and compliance in all respects.
- Represent the West Kern District, and actively participate in, the Central Valley Regional Consortium for planning and executing career technical education offerings in western Kern County.
- Represent career technical areas on the college Governance Council, task forces, committees, and external groups as required in meeting the goals and objectives of the college.
- Ensure widespread positive and effective working relations with the local community, business, industry and high schools.
- Coordinate, lead and support industry program advisory committee work.
- Monitor administer systems to ensure the accurate monitoring, reporting, and recordkeeping needs of career and technical programs, certificates and projects.
- Ensure compliance with applicable laws, rules, regulations and requirements.
- Perform other duties as assigned.

HOURS/DATES: Up to 10 hours per week

SALARY: \$58.52 - \$68.77 per hour

MINIMUM

QUALIFICATIONS: Open to faculty and staff members with one year of formal training, internship, or leadership experience related to a Career and Technical field.

SELECTION: Faculty or staff members who are interested in this extra hours assignment can submit a brief statement of interest to the Human Resources Dept. at tcjobs@taftcollege.edu no later than 4:00 p.m. on **Thursday, February 15, 2018.**

QUESTIONS: Dr. Deb Daniels