

Workforce Development and Career Pathway Partnerships Director

Department: Workforce Development

FLSA Status: Exempt

Grade/Level:

Work Schedule:

Job Status: Full Time

Reports To: Vice President of Academic Affairs

Amount of Travel Required: Some travel required

Positions Supervised: All outside instructors.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Develop Workforce Education and Training opportunities within the outreach area.
- Lead BSP and Perkins grants collaboration efforts to assist academic, faculty and student participation in CTE trainings, program and enrollment growth.
- Contract and develop new academic and workforce programs with assistance of Career Development Office and Academic Departments at MCC: Job Service of Miles City and local school district that will create new pathways for students to fulfill local job market and industry needs in career and technical fields.
- Work with local business, industry, job service and school districts to provide training needs for their workforce in recertification, safety, up-dating of skill base as needed by employer or industry or accrediting or license.
- Attend CMT (Career Management Team) meetings as a representative of the college.
- Attend BSP state-wide conference calls, trainings, and meetings.
- Participate in local, regional and national BSP conferences, seminars, trainings and/or meetings.
- Participate in MCC efforts related to Montana's Main Street Project.
- Coordinate increasing MCC Big Sky Pathways with OPI curriculum Director and MCC VP of Academic Affairs and Dean for Enrollment Management and Student Success
- Collaborate with MCC Career Development, Enrollment Management and local school districts to do site visits at local area high schools to promote BSP, dual enrollment and all career and technical programs/training opportunities.
- Coordinate development of apprenticeship programs related to academic programs at MCC that fit the local area industry and business needs. Including a current model underway at MCC with construction building "competency based curriculum design and apprenticeship.
- Lead in building MCC involvement with BSP partnership with Montana Postsecondary Educational Opportunities Council (MPSEOC) and Montana Career Information System (MCIS) including participation in these groups and fairs.

- Lead in building MCC partnership with Montana ACTE Career Tech involvement. This includes attending ACTE conference and developing two new CTE pathway programs partnerships with MCC and local area high schools.
- Develop and implement a tracking system for BSP participants at MCC which can provide the student enrollment and outcomes data needed for statewide and institutional reports.
- Responsible for assessment and evaluation of workforce education and training.
- Other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops

subordinates' skills and encourages growth; Improves processes, products and services.

- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Uses equipment and materials properly.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

Education: Minimum of a Bachelor's Degree required in education, business, communications, or technology.

Experience: Teaching experience, curriculum development, human relations, and writing skills preferred.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ **DATE** _____

REVIEWED BY (EMPLOYEE SIGNATURE) _____ **DATE** _____

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

