



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures

Associate Director of Program Compliance

The Louisiana Community and Technical College System accepts applications for the position of Associate Director of Program Compliance. This position is located in the Baton Rouge System Office and reports to the State Director of Career, Technical and Adult Education.

This position is responsible for assisting with the provision of career and technical education leadership for community and technical colleges that are a part of the Louisiana Community and Technical College System. In addition, the position is responsible for professional development and best practice opportunities aligned with the compliance of Career and Technical Education Programs (CTE), including Methods of Administration (MOA). The incumbent will execute Federal requirements for Methods of Administration as required by the Federal Office of Civil Rights. This position is responsible for the monitoring of all CTE programs, Adult Education, and MOA.

Duties and Responsibilities:

1. Promote economic development throughout the state through quality career and technical education programs and training opportunities;
2. Assist with the responsibilities for the Methods of Administration (MOA) college evaluation process as required by the Office of Civil Rights (OCR);
3. Assist with the completion and submission of state-level reports to OCR pertaining to MOA;
4. Assist with the development and implementation of state-wide training for MOA compliance for postsecondary and secondary institutions;
5. Assist with the programmatic and fiscal monitoring of all CTE programs;
6. Assist with the programmatic and fiscal monitoring of all Adult Education programs;
7. Assist with the completion of CTE, Adult Education, and MOA monitoring reports;
8. Provide technical assistance to colleges to address monitoring findings;
9. Assist with the development of the monitoring schedule;
10. Assist with the alignment of the monitoring document with requirements for Carl Perkins Programs, Adult Education requirements and OCR requirements;
11. Assist with the implementation and maintenance of a systematic computerized grants management system throughout Louisiana Post-secondary;
12. Assist with the provision of a flexible and performance-based delivery system for programs to enable all citizenry access to affordable career and technical education and

services;

13. Promote a seamless educational system beginning with K-12 through the university level for career and technical education;
14. Promote collaborative efforts among the career and technical college program areas and the general education offerings of the community colleges with LCTCS;
15. Assist with the research, development, and implementation of career and technical education programs, policies, and procedures;
16. Assist with the evaluation of career and technical education programs for enhancement, consolidation, or deletion;
17. Assist with the oversight of articulation and dual credit agreements between LCTCS colleges and other higher education and secondary institutions as it relates to career and technical education program;
18. Promote professional development among all career and technical education administration, faculty, and staff;
19. Work with internal and external stakeholders, including regularly scheduled meetings, supporting statewide initiatives;
20. Represent LCTCS at various meetings, conferences, and public hearings regarding career and technical education;
21. Recommend and leverage existing funding for career and technical education; and
22. Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree or higher-level degree from an accredited university in a related field
- Minimum of 5 years of related experience, preferably in higher education
- Minimum of 5 years Carl Perkins implementation and monitoring experience
- Strong analytical, written, and oral communication skills
- Ability to work collaboratively as a team member and to lead teams in achieving outcomes
- Ability to work independently
- Understanding and commitment to the missions of the Louisiana Community and Technical Colleges

Additional Requirements:

- Proof of Education
- A valid Louisiana Driver's License
- Proof of motor vehicle insurance

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Compensation:

Compensation will be commensurate with education and work experience.

Application Instructions:

Applicants for this position should submit:

- 1) a cover letter
- 2) a resume (to include date(s) of employment and date(s) educational degrees obtained)
- 3) the names and contact information of three work-related references to:

Human Resources Specialist
Louisiana Community and Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806

or via email to employment@lctcs.edu
Applications will be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu. LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.

Louisiana Community and Technical College System is committed to diversity and is an equal opportunity / equal access employer.