



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

Coordinator of Federal Programs, Professional Development and Special Projects

The Louisiana Community and Technical College System accepts applications for the position of Coordinator of Federal Programs, Professional Development and Special Projects. This position is located in the Baton Rouge System Office and reports to the State Director of Career, Technical and Adult Education.

The incumbent will provide WorkReady U (WRU) network with guidance and oversight of instructional quality and implementation/adherence to the college and career readiness standards (CCR) curriculum for adult learners. The incumbent will serve as the lead professional development coordinator for all Federal Programs (Perkins V and Adult Education) and partner activities as well. Additionally, the incumbent will provide technical assistance to WRU network in matters dealing with program growth and academic performance. The incumbent will also serve as the liaison with all core partners mandated in the Workforce Innovation and Opportunity Act (WIOA).

Duties and Responsibilities:

- Develop and provide professional development and technical assistance to WRU supervisors and instructors
 - Create an annual professional development plan to include activities for faculty, staff, and administrators as related to the WIOA State Plan, high school equivalency testing program, and WRU (including in person and on-line training)
 - Submit proposed budget for the annual plan
 - Review training materials
 - Secure professional development presenters
- Develop and provide an annual professional development plan for Perkins related activities, in coordination with the Director of Career and Technical Education.
 - Assist with professional development logistics
 - Assist with securing professional development presenters
- Serve as the lead staff for WRU curriculum coordination to ensure statewide standardization
 - Incorporate research-based best practices and develops innovative best practices for the adult learner

- Develop contextualized instruction lesson plans to align with integrated education and training (IET) programs of study
- Coordinate WRU New Instructor course to include but not limited to performing administrative tasks such as monitoring costs, scheduling classes, setting up systems and equipment, and coordinating enrollment
- Assists WRU Supervisors and post-secondary Perkins Representatives with the development and implementation of IETs based on the Louisiana Workforce Commission occupational forecast data.
- Serve as lead for WRU networks in instructional and programmatic initiatives
- Function as the designated lead to design, implement, coordinate and evaluate instructional activities and services that support adult learners as it relates to Title II activities of Workforce Innovation and Opportunity Act (WIOA)
- Develop and execute WRU instructor evaluations
- Assist, where needed, with the implementation of the WRU funded programs and initiatives
 - Assist in the development, content, quality and timeliness of Leadership activities mandated by the WIOA
 - Assist in the review and analysis of data collection for WRU as it relates to the development of professional development
 - Assist in the development and coordination of Request for Proposals (RFPs)
 - Assist in the development and continuation of partnerships between WRU programs and WIOA Core partners

Minimum Qualifications:

- An earned bachelor's degree required; master's degree preferred, in the field of education
- Three to five years of extensive and exemplary work in a related field
- Experience in adult education preferred
- Strong interpersonal, written, oral and computer skills required
- Demonstrated ability to communicate orally, in writing, and graphically using multimedia and remote technology
- Strong organizational and analytical skills required

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.