



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

Coordinator of Program Compliance

The Louisiana Community and Technical College System accepts applications for the position of Coordinator 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 professional development and best practice opportunities aligned with the compliance of Career and Technical Education Programs (CTE), Methods of Administration (MOA) and WorkReady U (WRU-Adult Education) Programs. This position is responsible for assisting with the monitoring of all CTE programs, Adult Education, and MOA.

Duties and Responsibilities:

1. Assist with the responsibilities for the Methods of Administration (MOA) post-secondary evaluation process as required by the Office for Civil Rights (OCR);
2. Plan the travel logistics for monitoring activities;
3. Assist with the development and implementation of state-wide training for MOA compliance for postsecondary and secondary institutions;
4. Assist with the programmatic and fiscal monitoring of all CTE and WRU programs that includes regular campus visits to monitor and document program & fiscal compliance as needed;
5. Assist with the completion of CTE, Adult Education, and MOA monitoring reports;
6. Provide technical assistance to colleges to address monitoring findings;
7. Assist with the development of the monitoring schedule;
8. Assist with the alignment of the monitoring document with requirements for Carl Perkins Programs, Adult Education requirements and OCR requirements;
9. Assist with the evaluation of career and technical education programs for enhancement, consolidation, or deletion;
10. Work with internal and external stakeholders, including regularly scheduled meetings, supporting statewide initiatives;
11. Assist with extracting data and reports from Grants Management System.
12. 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
- Working knowledge of NCCER regulations
- Strong analytical, written, and oral communication skills
- Ability to work collaboratively as a team member and to lead teams in achieving outcomes
- Familiar with federal and state regulations and/or guidance
- 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.