



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

Coordinator for Career and Technical Education

Summary:

The incumbent provides statewide leadership support in the development and implementation of activities identified in the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). Under the direction of the Executive Director for Career and Technical Education, assists with leadership, guidance, oversight, and technical assistance to Perkins V funding recipients and provides assistance with all aspects of the provision of professional development for Perkins V recipients.

Duties and Responsibilities:

- Assist with the promotion of economic development throughout the state via quality career and technical education programs and training opportunities;
- 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;
- Assist with the promotion of a seamless educational system beginning with K-12 through the university level for career and technical education;
- Assist with the promotion of collaborative efforts among the career and technical college program areas and the general education offerings of the community colleges within LCTCS;
- Assist with supporting the evaluation of career and technical education programs for regulatory compliance;
- Assist with the development and implementation of professional development among all career and technical education administration, faculty, and staff;
- Works with internal and external stakeholders, including regularly scheduled meetings, supporting statewide initiatives;
- Assist with the development of policy and procedure manuals for Perkins and Methods of Administration (MOA);
- Assist with all aspects of Perkins Eligible Career and Technical Education Programs of Study;
- Assist with all activities for the implementation of the Perkins V Louisiana State Plan; and
- Performs other duties as assigned.

Minimum Qualification Requirements:

- Bachelor's degree or higher-level degree from an accredited university in a related field;
- Minimum of 3 years of related experience, preferably in higher education and/or Career and Technical Education;
- Strong analytical, written, and oral communications 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.

Compensation:

Anticipated starting salary will be commensurate with education and work experience

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.

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.

Application materials should be sent 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.

LCTCS is committed to diversity and is an equal opportunity/equal access employer.

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.