



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 3/7/2025
Revised on: 5/15/2025

Job Title	Salary Schedule	Grade	Job No.
Career Tech & Workforce Development Manager	C3	4	AD9889
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Workforce Development	Exempt	No	Yes

JOB SUMMARY: The Career Tech and Workforce Development Manager provides visionary leadership and administrative oversight for Career and Technical Education (CTE) and workforce development initiatives. This role is responsible for aligning programs with regional labor market needs, managing grant-funded training projects, supporting student success through Work-Based Learning (WBL) and ensuring program compliance with accreditation and policy standards. The CTWFD Manager collaborates with local government, educational institutions, and industry partners to expand opportunities for students and to meet the evolving needs of the workforce.

QUALIFICATIONS:

- ◆ Bachelor's degree from an approved U.S. Department of Education accredited institution in career/technical education, industrial technology, electronics, or a related field **required**
- ◆ Postsecondary faculty credentials according to Board and SACSCOC policies for teaching in the division, **required**
- ◆ Master's degree *preferred*
- ◆ Three (3) years of teaching and/or administrative experience in technical education or industrial training delivery, *preferred*
- ◆ Experience in postsecondary technical education, *preferred*
- ◆ Experience in working with business and industry partners, community leaders, employment personnel, and with college students of all ages and backgrounds *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Knowledge of technical education and local and state workforce development initiatives
- ◆ Ability to establish and foster partnerships with local government, secondary education, and business and industry
- ◆ Demonstrated commitment to student success
- ◆ Knowledge of SACSCOC policies and procedures
- ◆ Knowledge of policies of the Alabama Community College System Board of Trustees, the Alabama Community College System, and the College
- ◆ Commitment to the teaching-learning process of the community college and the open-door admission process
- ◆ Knowledge of technical program accreditation processes and procedures
- ◆ Experience in curriculum design and organizing professional development activities

DUTIES:

- ◆ Directs and supervises the planning, implementation, and evaluation of Workplace Skills (WKO) Class across all formats (on-campus, online, and dual enrollment)
- ◆ Supervises full-time Dual Enrollment and part-time Dual Enrollment WKO instructors and evaluate WKO instructors on an ongoing basis with an annual evaluation completed by defined college schedule
- ◆ Manages and oversee projects related to workforce development and training grants
- ◆ Utilizes the Workforce Solutions administrative processes to track and monitor client relationships and communicate the status of proposals, contracts, and client accounts to internal and external stakeholders
- ◆ Supervises workforce development-related social media communications, ensuring timely and effective outreach for CTE events and activities
- ◆ Assists in developing the division's instructional schedule and assign qualified instructors for WKO Class.
- ◆ Prepares division budget requests and oversee expenditures and approved budgets
- ◆ Establishes and maintains K-12, CTE, and other educational partnerships to expand WKO opportunities
- ◆ Assists WKO instructors collecting and verifying student eligibility documentation for participation in WKO classes
- ◆ Assists with marketing and promotional strategies to increase awareness of WKO class offerings
- ◆ Ensures compliance with SACSCOC standards and specialty accreditation for all programs and services within the division
- ◆ Completes all Unit Strategic Plan and Student Learning Outcome processes and evaluates division outcomes
- ◆ Supports faculty in effectively incorporating technology into instruction
- ◆ Engages in professional development and maintain awareness of trends impacting higher education and career education at local, state and national levels
- ◆ Serves as the College Representative for MSSC onsite testing
- ◆ Collaborates with Worked-Based Learning and Apprenticeship Manager to provide coaching for students in WBL programs
- ◆ Complies with all policies of the Alabama Community College System Board of Trustees, the Alabama Community College System, and the College
- ◆ Performs additional duties assigned by the Dean relevant to specific programs.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 20 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution
- ◆ **Travel:** Occasional travel may be required to attend conferences, workshops, or meetings
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate deadlines or program needs
- ◆ **Interaction:** Regular collaboration with various departments, faculty, staff, and external partners

Reviewed by: Dean of Workforce Development

Employee Name:

Employee Signature

Date