

**GADSDEN STATE COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Director of Skills Training

SUPERVISOR'S TITLE: Coordinator of Workforce Development

JOB SUMMARY:

The Director of Skills Training is responsible to the Coordinator of Workforce Development and/or Dean of Workforce Development. The Skills Training Division include: Pathways to Responsible Fatherhood, Office Careers, Truck Driving, etc.

JOB DUTIES:

1. Prepare students for entry-level employment.
2. Teach job-search skills and workplace readiness.
3. Develop and implement lesson plans.
4. Facilitate and monitor student progress.
5. Assist in instructional planning to include preparing course materials, objectives, syllabi, and curriculum.
6. Organize and maintain instructional equipment as required.
7. Assist with budget for Skills Training Division.
8. Communicate with outside agencies for training programs.
9. Oversee day to day functions for Skills Training Division.
10. Assist with job development and placement.
11. Ensure that instructional staff follow prescribed competency-based instructional format established by the Alabama Department of Economic and Community Affairs (ADECA).
12. Recommend equipment, materials, and processes to be used in classroom setting.
13. Train and assist personnel regarding WIOA, skills curriculum, policies and procedures.
14. Assist instructional staff in performing follow-up activities.
15. Comply with all policies of the College, the Alabama Community College System, and the ACCS Board of Trustees.
16. Assist with FAME and Apprenticeship registration for new cohorts/students.
17. Perform other duties as assigned.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS AND TRAINING:

1. Bachelor's degree from a regionally accredited institution **required**. Master's degree *preferred*.
2. Three (3) to five (5) years of experience in teaching and/or administrative experience **required**.
3. Extensive knowledge of Microsoft Office (Word, PowerPoint, Excel, and Access) **required**.
4. Experience in WIOA and TRA contracts *preferred*.
5. Experience in working with business and career centers, community leaders, employment personnel, and college students of all ages and backgrounds *preferred*.

OTHER KNOWLEDGE AND JOB REQUIREMENTS:

1. Knowledge of methods and techniques used in developing and coordinating educational programs.
2. Ability to organize work established policies and work with minimum supervision.
3. Demonstrated commitment to students' success.
4. Prior teaching experience in the area of office administration.
5. Knowledge of SACSCOC policies and procedures.
6. Knowledge of policies of the Alabama Community College System Board of Trustees, the Alabama Community College System, and the College.
7. Commitment to the teaching-learning process of the community college and the open-door admission process.
8. Knowledge of technical program accreditation processes and procedures.

Reviewed:

Coordinator of Workforce Development

Date

Dean of Workforce Development

Date