



## VACANCY ANNOUNCEMENT

**Position Title: Director of Career and Technical Education and Workforce Development**

**Position #: 400260**

**Position Status: Full-Time**

**Reports To: Vice President of Academic and Student Affairs**

### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for writing and managing the Carl D. Perkins Secondary (CAVOC) and Postsecondary (Otero) grant each year.
2. Adhere to state guidelines and provide guidance to administration on compliance with Career and Technical Education (CTE) programs.
3. Monitor state, federal, CTE programs and other special initiatives.
4. Administer Perkins budget and all functions of the secondary (CAVOC) and post-secondary Perkins programs including planning, writing, managing, and reporting.
5. Compile, analyze, and report CTE data to appropriate agency, including VE135. Compile and report CTE program attainment of the Perkins Performance Metrics.
6. Ensure completion of the credentialing process for CTE faculty.
7. Represent the college on local and state boards/committees related to Perkins and CTE programs; attend professional conferences, i.e., CACTA/CACTE at least annually.
8. Working with CTE department chairs and school district CTE designees, prepare and report on program approvals, 5-year program plans, Plans of Study, and credential audits.
9. Assist CTE programs with approval, revisions, and renewals.
10. Responsible for implementation and compliance with the Workforce Investment Opportunity Act (WIOA) and maintaining the Eligible Training Provider List (ETPL) website.
11. Oversee non-credit course offerings related to Career and Technical Education. Submit courses to the ETPL and collaborate with the La Junta Workforce Center to identify courses and programs that are eligible for WIOA funding.
12. Serve as the liaison to the Otero College Perkins Vocational Advisory Councils and meet regularly with CAVOC Consortium to provide guidance and innovative planning.
13. Provide community outreach and awareness activities for potential CTE students with an emphasis on minority and under-represented students.
14. Collaborate with local and regional business, education, and community partnership activities.
15. Organize and promote local and regional business, education, and community partnership activities.
16. Provide service excellence through courteous, informed, accessible, and professional engagement.
17. Perform all functions of career and technical education programming and other duties as assigned.

*See Human Resources for a complete job description.*

**Minimum Qualifications:**

- A Master's Degree from an accredited institution or an equivalent combination of experience and academic preparation.
- Understanding of workforce engagement, talent development, and the role of community colleges in economic mobility.
- Experience in program planning, development, marketing, and delivery.

**Preferred Qualifications:**

- Administrative experience.
- Experience in program planning and program development including distance. education.
- Strong written, oral, and interpersonal skills.
- Strong computer skills.
- Ability to work with diverse populations.
- Ability to work with other educational entities, business and industry, and the community at large.

**SALARY:**

\$55,000 – \$60,000 annually with an excellent benefit package including PERA retirement, health, vision, dental and life insurance  
12-month position

**APPLICATION INSTRUCTIONS**

**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**

Open Until Filled – 1<sup>st</sup> review of applications August 18, 2022

**POSITION START DATE:**

ASAP

**Submit Application Packet To:**

Otero College  
Attn: Kelsey Barbee  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050

FAX: (719) 384-6947

**Or Email To:** [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)

**Inquiries May Be Directed To:**

Kelsey Barbee  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

## Notice of Non-Discrimination

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbe, Director of Human Resources at 719-384-6824, [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu), or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

## ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production

Agriculture Production Management  
Artificial Insemination  
Nurse Aide  
Practical Nursing  
Phlebotomy  
Oxyacetylene  
Welding Fundamentals I  
Welding Fundamentals II  
Welding Production  
Advanced Welding Pipe  
Advanced Welding Railroad

To learn more about Otero College, visit the college's website at [www.otero.edu](http://www.otero.edu).

**OTERO MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.