Position Announcement

Job Title: Business and Industry Services (BIS) Director

Location: Canadian Valley Technology Center
El Reno Campus

Qualifications:

Required: Master’s degree in Education or equivalent; five years career tech teaching and/or supervisory experience or equivalent combination of education and experience. Preference may be given for one or more of the following: Experience working as a coordinator or director in an Oklahoma Technology Center; Secondary Principal Certification; Oklahoma Career Tech Administrator Credential; and related experience working in private industry.

Summary:

Direct district resources required to meet the education and training needs of local business and industry clients. Administrative position assigned to Business and Industry Services (BIS) and reports to the Campus Director.

Salary Range: $95,303 annually; 12 month position; Benefits: District paid health, dental and vision, retirement and more.

Deadline for Application & Resume: Until successful applicant is hired.

For complete job description & application please go to www.cvtech.edu/employment-opportunities or call Courtney Aguilar at (405) 422-2215 for more information.

Affirmative Action/
Equal Opportunity Employer

Federal and state law prohibit discrimination in employment practices based on race, creed, color, national origin, ancestry, sex, age, marital status, veteran status, or disability.
CANADIAN VALLEY TECHNOLOGY CENTER
Job Description
Business and Industry Services Director
El Reno/Cowan Campus

Job Title: Business and Industry Services Director
Department: Business and Industry Services
Reports To: Campus Director
FLSA Status: Exempt/12 months, full time
Prepared By: Bill Hulsey
Prepared Date: 4/14/2015

Summary:
Direct district resources required to meet the education and training needs of local business and industry clients. Administrative position assigned to Business and Industry Services (BIS) and reports to the Campus Director. Twelve month position based on professional/administrative index scale including full benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following. Other duties may be assigned.

1. Direct district resources to address the educational and training needs of business and industry clients. Includes: staffing, budgeting, professional development, facilities management, strategic planning, identification of needs and marketing.
3. Supervise record-keeping system for all Business and Industry Services’ education and training programs. Includes: instructor files, course files, client files, student files and transcripts, company information and training records, and State reports.
4. Maintain and submit required reports to Oklahoma Department of Career and Technology Education. Including: all quarterly enrollment reports, training reports, inventory records, and program reports.
5. Attend monthly district board meetings and other meetings as required.
6. Serve as Business and Industry Services liaison for community economic development activities and other community functions.
7. Assist the Campus Director in the overall supervision of campus operations. Includes: security, facilities, employees, students, and visitors.
8. Prepare and maintain BIS budgets as required.
9. Ensures that all new department employees receive appropriate orientation.
10. Works with adult education advisory committees for planning and implementation of new courses and recommendations regarding continuation of existing courses.
11. Works with staff to maintain quality instructional delivery.
12. Overall supervisor of BIS staff, adjunct instructors, and part-time instructors.
13. Responsible for evaluation of all programs and personnel supervised.
14. Supervises the purchase of equipment and supplies for BIS.
15. Supervises the development, printing, and distribution of brochures, flyers, newspaper releases, and
public service announcements.

16. Responsible for team motivation, communications, and the accomplishment of goals.
17. Makes decisions within a maximum consensus framework.
18. Develops new ways to improve technology and BIS services.
19. Assists staff in the assessment of their service area.
20. Recommends professional development programs to meeting individual needs.
21. Supervises the development or purchase of curriculum for BIS programs.
22. Leads team management process.
23. Maintains professional competence through participation in professional and civic organizations.
24. Develops individual goals that are consistent with Canadian Valley Technology Center's goals.
25. Maintains a spirit of cooperation with teachers, administration, and staff.
26. Promotes programs and services through established personal contacts.
27. Represents Canadian Valley at business and civic meetings and exhibitions.
28. Completes and maintains certification as BIS Coordinator through the Oklahoma Department of Career and Technology Education
29. Maintains professional attitude and appearances when representing Canadian Valley.

JOB QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE – Required: Master’s degree in Education or equivalent; five years career tech teaching and/or supervisory experience or equivalent combination of education and experience. Preference may be given for one or more of the following: Experience working as a coordinator or director in an Oklahoma Technology Center; Secondary Principal Certification; Oklahoma Career Tech Administrator Credential; and related experience working in private industry.

LANGUAGE SKILLS – Ability to read, analyze, and interpret the most complex documents. Have the ability to respond effectively to the most sensitive inquiries or complaints. Write speeches and articles using original or innovative techniques or style. Make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS – Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY – Ability to define problems, collect data, establish facts, and draw valid conclusions. Have the ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to talk, hear, stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is moderate.