

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
POSITION ANNOUNCEMENT
EXECUTIVE DIRECTOR OF WORK READY U**

The Louisiana Community and Technical College System (LCTCS) invites applications for the position of Executive Director of Work Ready U to be domiciled in Baton Rouge, Louisiana and reports directly to the Executive Vice President

SUMMARY: WorkReady U is a national model providing adult education, GED and career and technical education opportunities for adult students with a primary goal of moving under-educated and under-skilled Louisianans to gainful employment. The Executive Director of WorkReady U is responsible for leading the planning, development and implementation of the WorkReady U initiative offers a comprehensive system of educational and support services for adults. This position will ensure the establishment of a comprehensive delivery system that will expand the traditional role of adult education and GED testing by creating pathways for adult learners to succeed in postsecondary and workforce preparation efforts. The Executive Director of WorkReady U will also be responsible for representing the WorkReady U initiative to the public as well as state and federal agencies, business and industry representatives, and community partners.

DUTIES AND RESPONSIBILITIES: The Executive Director of WorkReady U will:

- Work collaboratively with the LCTCS chancellors and regional directors, local school district superintendents, community- and faith-based organizations, business and industry partners, and other stakeholders to ensure the implementation of services to meet the needs of adult learners and potential employers
- Be the designated lead, or State Director of Adult Education, with USDE/OVAE and the designated State jurisdictional administrator of the GED with GEDTS, Inc., in Washington, DC
- Approve and aid in the development, revision, implementation and evaluation of the grant application process, correspondence internal and external to the agency, and federally required reports and plans.
- Ensure accountability and compliance with state and federally mandated requirements, and appropriate measures of performance for fiscal and programmatic outcomes
- Develop and manage program budgets ensuring operation within approved limits
- Implement short term and long term goals and uniform policies and procedures for WorkReady U
- Market and grow participation and achievement of the WorkReady U goals
- Identify and establish relationships with federal and state representatives involved in state appropriations and state and federal grants award processes to facilitate funding for WorkReady U infrastructure and course/assessment offerings
- Approve the design, planned implementation, coordination, and evaluation of professional development and in-service training for the instructional programs in WorkReady U
- Mediate for resolution all education- and testing-related issues for WorkReady U
- Approve the allocation of state and federal funds and other funds to local service providers
- Approve budgets, budgets revisions, and other budgetary reports, records, and activities

- Supervise data collection/management outcomes to determine the performance-based funding
- Direct, manage and approve activities of the unit

MINIMUM QUALIFICATION REQUIREMENTS:

- Master's degree required or higher level degree*; Doctorate preferred
- Five or more years of progressively responsible leadership experience in education or management, preferably in workforce or economic development
- Demonstrated experience in solving the needs of businesses and/or communities

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent organizational and leadership skills
- Knowledge of adult education, GED testing and workplace trends
- Experience providing oversight for related programs.
- Proven budget preparation and management skills
- Excellent oral, written, and interpersonal communication skills
- Outstanding public speaking, presentation, and facilitation skills
- Skill in marketing, business practices and customer relations
- Demonstrated successful experience in managing multiple projects, problem solving, and working with diverse groups
- Ability to establish and maintain effective collaborative working relationships with internal and external to an organization
- Experienced and successful in working with Boards of Directors of multiple organizations
- Self-motivated and results oriented. Ability to handle multiple priorities, adapt quickly to changing priorities, identify and address problems in a proactive way,

*Years of experience in adult education or related field may substitute for degree

Compensation:

Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu.

Application Instructions:

Applicants for this position should submit a cover letter, resume and the names and contact information of three work-related references to: Ms. Lura Kamiya, Director of Human Resources via email to lkamiya@lctcs.edu or mail to Louisiana Community & Technical College System, 265 S. Foster Drive, Baton Rouge, LA 70806

Preference will be given to applications received prior to February 23, 2011. Applications will continue to be reviewed until position is filled.