

CLASSIFICATION SPECIFICATION

Director of Work-Based Learning

FT/PT Class Code: 3109, 3609 Pay Grade: B/C 23 FLSA: Exempt Rev. 01/24/17

SUMMARY STATEMENT: The Director will create a comprehensive work-based learning program for the state of Delaware for students (7-14+). The Director will facilitate connections with school and college personnel and build strong partnerships with business and industry and, through these partnerships, will create opportunities for Delawareans to gain valuable job skills tied to their program of study.

NATURE AND SCOPE:

The Director will report dually to the Associate Vice President for Academic Affairs and the Assistant Vice President for Workforce Development and Community Education and shall have full responsibility for all aspects of the statewide work-based learning program. Duties include the following: (1) establishing a work-based learning program modeled after the Pathways Delaware vision, including goals, objectives and operational plan, and finances; (2) building strong partnerships with area business, industry and government and collaboration with statewide industry councils; (3) working within Delaware Tech to ensure that work-based learning opportunities are integrated into program development and existing curricula; (4) supervising a team comprised of program coordinators and a DOE liaison responsible for engaging students, instructors, and employers in work-based learning experiences; and (5) successfully meeting performance outcomes through timely submission of reports, data, and presentations. Typical contacts are faculty, students, DOE and school officials, business and industry leaders and employers, state government officials, and the Workforce Investment Board.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Defines needs, develops plans, establishes goals, and formulates policies and procedures to implement a statewide work-based learning program.
2. Informs and connects higher education institutions, business and industry, state government, economic development organizations, and the Workforce Investment Board around needs and opportunities for young Delawareans to gain work-based learning experiences.
3. Recruits, trains, and supervises student enrichment coordinators who are responsible for student and employer engagement in work-based learning activities.
4. Collaborates with department chairpersons, deans, directors, and school personnel to promote the integration of career exploration and work-based learning opportunities into academic programs and high school pathways.
5. Develops industry association partnerships on a statewide and regional level and participates in the creation and facilitation of industry based councils.

PRINCIPAL ACCOUNTABILITIES, cont'd:

6. Recruits new businesses to provide quality work-based and school-based learning opportunities for students.
7. Integrates WBL components into existing systems (Career Cruising, SPARC, LMS, CRM, Student Success Plan).
8. Collaborates with the Director of Institutional Research, DOE, and DOL to assess program performance by collecting, analyzing, and reporting student performance and employment data.
9. Develops marketing strategies for targeted industries and student populations. Participates in school and campus activities and events to promote work-based learning throughout the state.
10. Serves as the liaison with Legal Affairs to ensure compliance with waivers and agreements needed for student placement.
11. Oversees contractor/s assisting with payroll and other services needed for work-based learning positions.
12. Plans, implements, and maintains compliance with grants that support the work-based learning program.
13. Oversees budget expenditures and establishes systems, collects data, and maintains computerized records necessary for budget audit trails, project evaluation, and reporting requirements.
14. Participates in regional and statewide events to raise awareness of Delaware Tech's work-based learning programs and services.
15. Engages in professional growth opportunities to remain current with trends, demands, and emerging careers in a rapidly changing workforce.
16. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the key employers, industries, and economic drivers in the region.
- ◇ Knowledge of the principles and practices of community colleges and career and technical education.
- ◇ Ability to develop reports and presentations for internal and external stakeholders.
- ◇ Proficient skill in the use of CRMs, spreadsheet, database, and presentation software (e.g. Microsoft Office) to prepare reports, presentations and conduct data analysis.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.
- ◇ Ability to establish good working relationships with a variety of individuals and organizations and to facilitate inter-organizational cooperation.
- ◇ Ability to scope and manage major projects by breaking them down into task definitions, task assignments, task completion measures and defining when task follow-up is needed.
- ◇ Ability to manage time and prioritize resources to meet objectives.
- ◇ Ability to quickly learn college organization and applicable operations, policies, and procedures.
- ◇ Strong interpersonal and presentation skills.

MINIMUM QUALIFICATIONS:

- ◇ A bachelor's degree in an area related to the primary accountabilities and five (5) years of directly related work experience, or a master's degree in an area related to the primary accountabilities with three (3) years of experience. Such areas may include, but are not limited to, degrees with emphasis on education, instructional design, guidance and/or counseling, business administration, and marketing/communications.