

Position Announcement

Tech Prep Coordinator Part-Time

Posted: January 22, 2018

North Central State College is accepting resumes for a part-time Tech Prep Coordinator. The Coordinator will manage North Central State College Tech Prep services, including coordinating activities among secondary schools in Richland, Ashland and Crawford counties.

Essential duties/responsibilities include but are not limited to the following:

Program Facilitation

- Manage the North Central State College Tech Prep services, including coordinating activities among secondary schools in Richland, Ashland and Crawford counties, assisting in the development and writing of the Pathway Development Grant, administering grant funds designated for North Central State College, and mentoring secondary and postsecondary Tech Prep partnerships.
- Conduct regular meetings.
- Maintain the community resource network and connections with area secondary and post-secondary institutions, including web site contributions and social media connections.
- Collaborate with other Tech Prep coordinators.
- Collect and submit information as requested from Ohio Department of Education and/or Ohio Department of Higher Education (formerly Ohio Board of Regents).
- Review all CTE applications.
- Coordinate the development of CTE (career-technical education) pathways between partner high schools, career centers, and the College.
- Represent the College at local, state and national training events.
- Conducts annual program review, program evaluation, and other duties assigned by the Ohio Board of Regents and Ohio Department of Education through the grant goals and deliverables.
- Provide technical assistance to secondary and post-secondary schools in the College service area. Provide training for new staff about College Tech Prep services.
- Prepare grant proposals using both the CCIP and non-CCIP grant applications as outlined by the Ohio Department of Education and Ohio Department of Higher Education.
- Prepare quarterly financial reports for Ohio Department of Education and other state required reports.
- Organize and manage program events related to College Tech Prep, attend training and participate in ad hoc committees as designated.
- Other duties as assigned.
- Perform other related duties as assigned.

Qualifications

- **Education:** Bachelor degree in education or relevant field.
- **Experience:** Previous experience working with Career and Technical education preferred.

Please express your interest in this position by submitting a letter of application and résumé to:

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

You may also apply online at: www.ncstatecollege.edu. Click on “*Info For*” then “*Job Seekers*”

Resumes will be reviewed 2/9/18 and until filled