

# WTCS Director – Apprenticeship & Construction

## POSITION SUMMARY

Under general supervision, this position provides statewide educational program leadership as a director in the Office of Instructional Services for the following program areas: Apprenticeship and Construction. Responsibilities include the initiation, development, approval, maintenance, supervision, and evaluation of assigned occupational programs; approval of course and curricula; planning and facilitation of meetings, including the coordination of professional development opportunities for college staff; assessment and support of stakeholder needs; collaboration with external partners; and other duties as assigned.

This position serves the mission, vision, and values of the WTCS, which include the investment in cultural competence, with the expectation for practice of diversity, equity, and inclusion principles across work functions. Specific position requirements will vary depending on the needs of the Wisconsin Technical College System Board and the programmatic area.

### TIME %      WORKER DUTIES AND RESPONSIBILITIES

- 50%**      **A. PROGRAM DEVELOPMENT AND INNOVATION**  
Provide statewide leadership and coordination in the exploration, development, implementation, and improvement of instructional programs.
- A.1 Respond to stakeholder requests for research and analysis of industry trends.
  - A.2 Collaborate with college staff, advisory committees, and industry partners to support the development of innovative courses, seminars, and programs to meet labor market needs, including the areas of incumbent worker training and continuing education. Attend program advisory committee meetings as time allows.
  - A.3 Support the development of career pathway opportunities with universities, colleges, K-12, and other educational institutions: articulation of courses, transfer options and programs.
  - A.4 Support the development and improvement of instruction, including the design, planning and facilitation of professional development opportunities for college staff.
  - A.5 Provide leadership and expertise in performance-based instructional design strategies, teaching and learning techniques, instructional technology, and assessment.
  - A.6 Support System-wide initiatives in diversity, equity and inclusion.
  - A.7 Use program performance data to inform, shape and implement program development, to include considerations regarding student success, access, equity, etc.
  - A.8 Collaborate with regional, state & national associations, boards and committees related to the assigned occupational area(s). Serve as WTCS representative as assigned.
- 30%**      **B. SYSTEM OPERATIONS**  
Provide System-wide leadership and collaboration in state office operations and manage System-wide compliance with instructional policies and procedures to ensure instructional program integrity.
- B.1 Use established approval processes to analyze and determine program compliance with instructional policies and procedures to ensure instructional program integrity.
  - B.2 Use established approval processes to analyze and determine course and curriculum compliance with instructional policies.
  - B.3 Facilitate and/or participate in curriculum projects, including technical skills attainment (TSA) reviews, System-wide aligned program reviews, and/or required curriculum modifications due to changes in accreditation standards.

- B.4 Monitor and assess the effectiveness of curriculum projects, including TSA.
- B.5 Maintain and disseminate shared resources such as program guidance, best practices, information on industry standards and accreditation/required training, teaching resources, etc.
- B.6 Maintain public-facing System web pages as assigned.
- B.7 Assist college leaders to identify and secure resources that respond to program development, operations, and innovation.
- B.8 Participate in the development and revision of administrative policies and procedures.

**15%**

### **C. GRANTS MANAGEMENT**

Perform assignments related to grants management and/or review. Duties may include the following:

- C.1 Manage the grant review process and communicate funding recommendations to the WTCS administration.
- C.2 Evaluate grant proposals within funding category(ies) as a member of a review team. Advise on proposed project compliance with grant guidelines.
- C.3 Consult with college staff on the implementation and improvement of grant-funded activities.
- C.4 Review, process, monitor and evaluate grant-funded projects within the WTCS Apply Portal: review tri-annual reports, revisions, extensions, etc.; advise on project compliance with grant guidelines.
- C.5 Participate in grant informational conferences, college requests for feedback, etc.
- C.6 Annually review and revise grant guidelines and scoring rubric(s).
- C.7 Manage and/or engage with external grants (federal, state, etc.) as assigned.

**5%**

### **D. SPECIALIZED AGENCY ASSIGNMENTS**

Perform assignments related to State Board requirements and System Office functions.

- D.1 Develop and demonstrate cultural competence and engage in diversity, equity, and inclusion principles.
- D.2 Lead, participate in, and collaborate effectively on internal teams, committees and special projects.
- D.3 Participate in national, state, and local professional development activities.
- D.4 Other duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Knowledge of State and Federal apprenticeship system.
- 2) Knowledge of discipline specific content, trends, and career opportunities.
- 3) Knowledge of instructional methods and teaching/learning techniques.
- 4) Knowledge of educational strategies to enhance equity and inclusion.
- 5) Knowledge of course development, maintenance, and improvement.
- 6) Knowledge of techniques of program and course evaluation/improvement.
- 7) Knowledge of continuous improvement tools and techniques.
- 8) Knowledge of systems thinking and its application.
- 9) Knowledge of industry-based performance standards.
- 10) Knowledge of advisory committee organization and application.
- 11) Skill in instructional design & educational delivery methods.
- 12) Skill in planning and conducting professional development seminars.
- 13) Skill in instructional resource development and acquisition.
- 14) Skill in industry-education partnership development.
- 15) Ability to present ideas clearly and concisely in public speaking and in written form.
- 16) Ability to lead teams and work effectively in a team environment.
- 17) Ability to facilitate collaboration across various groups and amongst stakeholders.
- 18) Ability to provide statewide leadership to issue resolution in the field of education.
- 19) Ability to effectively resolve problems and conflicts.
- 20) Ability to appropriately plan, set priorities and complete assignments.
- 21) Ability to take initiative to continuously upgrade skills.
- 22) Ability to analyze and apply the results of research in education.
- 23) Ability to travel.
- 24) Ability to operate a personal computer with standard software applications.
- 25) Ability to respond effectively to change.
- 26) Ability to work remotely.
- 27) Ability to use technology-based communications and facilitations applications.
- 28) Ability to represent the agency in a positive and professional manner consistent with agency mission, vision, and values.
- 29) Ability to develop cultural competency which includes openness to the cultures, ideas and beliefs of others, self-awareness, respect for differences, cultural knowledge, and cultural skills.
- 30) Ability to interpret, understand, and communicate licensing and certification legislative rule as it pertains to industry occupational responsibilities.

## SPECIAL REQUIREMENTS

- Possession of a valid driver's license including personal automobile insurance, or the ability to provide one's own transportation for work purposes, is required.
- Travel is required for up to 10% of these positions' duties.