

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of Workforce and Continuing Education	<b>FLSA status:</b>	Exempt
<b>DEPARTMENT:</b>	Workforce	<b>REPORTS TO:</b>	Vice President of Instruction

**Position summary:** Under indirect supervision, this position is responsible for an educational unit that provides an array of workforce and continuing education opportunities including customized training, adult education, and assisting with the research, writing, and implementation of grants. This position provides leadership to increase the college's visibility and expand its contribution to the workforce and continuing education activities of its service area. This position reports directly to the Vice President of Instruction, keeping him/her abreast of all planning, organizing, staff and development of Panola College's workforce, continuing education and grant programs in the service area.

**Position responsibilities:**

- Supervise Workforce and Continuing Education staff.
- Initiate and participate in comprehensive workforce education partnerships, collaboratives, and strategic alliances.
- Develop and manage the annual budget for the Workforce and Continuing Education department.
- Research, write, submit, and administer grant proposals for college activities.
- Provide innovation and vision for the department.
- Develop and implement a long-range plan and strategy for workforce and continuing education.
- Coordinate the development of workforce and continuing education policies, procedures and standards and make recommendations to appropriate committees and/or administrators.
- Assure appropriate development, review (evaluation), and maintenance of all continuing education classes.
- Provide reports and data to the College as needed.
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Assist in the marketing of all workforce and continuing education efforts.
- Collaborate with all College departments and offices for seamless integration of the programs offered by Workforce and Continuing Education.
- Engage in ongoing professional development to maintain current knowledge of workforce education trends, best practices, and regulatory requirements.
- Actively participate in professional organizations related to workforce development and continuing education.
- Program development and review.
- Maintain current knowledge of applicable federal and state legislation, rules, and regulations that affect workforce education and continuing education.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Master's degree in an appropriate discipline required. At least 3 years experience directly related to the duties and responsibilities specified preferred.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills, including a high level of computer skills.
- Demonstrated understanding of the impact of current demographic and technological change on workforce and continuing education.
- Ability to work in a results-oriented collegial environment.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Skill in budget preparation.
- Ability to demonstrate success as an innovative and entrepreneurial leader with collaborative leadership style.
- Ability to demonstrate experience in resource development and allocation, and in operational of diverse academic, socioeconomic, cultural, and ethnic backgrounds.
- Ability to effectively work with students of diverse academic, socioeconomic, cultural and ethnic backgrounds.

- Knowledge of and experience in current and emerging technologies related to the teaching/learning environment.
- Ability to work with a diverse team in a fast-paced environment.
- Experience in writing and administering grants.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.