Dr. Perry W. Ward, President
Lawson State Community College
Intent to Employ
May 21, 2014

Position: Dean of Career Technical Education

Essential Job Functions:

- Supervise the day-to-day operation of career/technical programs and personnel.
- Recruit and recommend adjunct and temporary, part-time faculty for career/technical programs.
- Coordinate the planning and implementation of community relations activities as they relate to the division.
- Coordinate, in conjunction with department chair, the automotive technology activities in the Alabama Center for Automotive Excellence.
- Maintain appropriate records and files related to the career-technical division.
- Participate in the college-wide planning process and institutional effectiveness of the college.
- Coordinate the high school programs and assists with student recruitment and retention.
- Assist with accreditation and certification processes.
- Assist in the development, publication and enforcement of policies established by the college.
- Conduct annual departmental budget hearings.
- Conduct annual program review activities.
- Approve expenditures and monitors monthly department budgets.
- Coordinate the supervision of the Carl D. Perkins Program and maintain annual performance reports for Bessemer and Birmingham campuses.
- Supervise and evaluate department chairs and staff in the performance of their duties.
- Recommend curriculum for new/additional courses/programs to be offered.
- Coordinate curriculum development and teaching and learning activities in career/technical programs.
- Participate in pertinent local, state, regional and national organizations.
- Serve as member of various institutional standing and ad hoc committees as assigned.
- Support and implements the mission of the college.
- Provide assistance with distance learning activities as they relate to career/technical programs.

Minimum Qualifications:

- Master’s degree or higher in a related technical field, business administration or educational leadership.
- Minimum of six years in administrative roles or documented executive leadership with three years teaching experience in a technical field and/or work experiences in business/industry.

Preferred Qualifications:

- Doctorate Degree
Salary:
Commensurate with education and experience according to State Salary Schedule B
( Salary range: $82,494-$113,926)

Application Procedure:
Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All
application materials must be submitted as a complete packet and will become the property of the
College. It is the sole responsibility of the applicant to ensure his or her application packet is
complete. If you are applying for more than one position, submit a complete set of information for
each position. Once submitted, all application packets become the property of LSCC. Requests
for copies of application material will be denied by the college. Only applications received during
the period of this announcement will be considered. The College will not accept electronically
submitted (fax, e-mail, etc.) application materials.

Complete Application Packet:
- Letter of application
- LSCC application; completed and signed (See resume will not be sufficient)
- Resume
- Official or Unofficial transcripts from all colleges attended for which degrees have been
  granted. Degree(s) must be posted on transcripts. Official transcripts will be required prior to
  employment.
- Three signed letters of recommendation with original signatures; one or more letters must be
  from a current or previous employer and must address the applicant’s proficiency in required
  skills and years of service relative to the position. Letters should not be older than 1 year.

Must meet minimum qualifications and submit a complete packet to be considered for an interview.

Application Deadline: June 11, 2014

LSCC Applications are available at www.lawsonstate.edu and the Human Resources Office
(Birmingham or Bessemer Campus). For additional information please call: 205-929-6308

Application packets should be mailed to:

Janice McGee, Director
Lawson State Community College
Human Resources Office
3060 Wilson Road, S.W.
Birmingham, AL 35221
Other Information:

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement at any time prior to awarding.

Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Post-Secondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Lawson State Community College will make reasonable accommodations for qualified applicants upon request.

In accordance with Alabama Community College System Policy and Guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the background check.