District Business & Industry Services Coordinator

This position reports to the deputy superintendent and is assigned the responsibility to provide the coordination of Business & Industry Services (BIS) and provide leadership to BIS Coordinators at each respective campus. The District BIS Coordinator will strive to be an active participant in educational and professional growth, to the welfare of the school system and to be public, civic, and professionally affiliated.

DUTIES & RESPONSIBILITIES:
Duties & responsibilities are not all inclusive but may include the following:

- Maintain oversight of all training agreements negotiated with local businesses and Industries and approved by the Oklahoma Department of Career & Technology Education.
- Provide leadership to BIS Coordinators, support staff and instructors involved in Business and Industry Services.
- In cooperation with campus directors, assist with the annual performance evaluation of BIS Coordinators.
- Actively seek input from advisory committees, focus groups and/or business/civic leaders to ensure that services are based on community needs.
- Actively work with advisory committees for planning and implementation of new courses and recommendations regarding continuation of existing courses.
- Obtain and maintain BIS certification from the ODCTE.
- Ensure that new BIS Coordinators receive orientation in regards to Business and Industry Services.
- Promote programs and services through established personal contacts.
- Conduct regular staff meetings with BIS Coordinators.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- In cooperation with the District Curriculum Development Coordinator, work to align course offerings and curriculum of short term programs and full time day programs.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district.

Incumbents in this position should possess the ability to effectively present information and respond to questions from district staff, business/civic leaders, and the general public. The ability to read, analyze, and interpret general business periodicals and professional journals is required. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

Education and Experience: Minimum requirements consist of a Bachelor’s Degree, Master’s Degree preferred, in the area of education or public administration or equivalent. Five (5) years experience in vocational education administration, technical management and/or managing a business or industry; or a combination of these experiences for a minimum of five (5) years.

SPECIAL REQUIREMENTS: Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.

Revised/Adopted: 11/13/08