



CLARK STATE COLLEGE (OH)
invites applications for the position of:

Tech Prep Coordinator

SALARY: \$50,000.00 Annually Based on Experience
DIVISION: Student Affairs
DEPARTMENT: Admissions
OPENING DATE: 02/02/23
CLOSING DATE: 03/03/23 05:00 PM
DESCRIPTION:

The Tech Prep Coordinator, working through the Tech Prep West Region, provides services to area career centers, high schools and Clark State College to develop programs of study, articulations; and to collaborate on college readiness initiatives. This includes ensuring the alignment of high schools and career center curriculum with college coursework to create a seamless pathway to college level learning. This is accomplished through the development of bi-lateral articulations, Career Technical Credit Transfers (CT2), Programs of Study, and other appropriate collaborations/initiatives. Respond to student inquiries with appropriate enrollment information and guidance in the admissions process. Verify and record Tech Prep Clark State applications by tracking students receiving the scholarship and checking eligibility. Supports student employer visits for exploration of in- demand careers. Identify and support Work-Based Learning opportunities. Build new business and industry partnerships for Business Advisory Committees and Work-Based Learning Opportunities. Provide individual partner support and professional development. Serve as a liaison between state and regional agencies. Collaborate with ODE and ODHE to offer regional and local professional development. Support Statewide Initiatives such as OMJ Readiness Seal, Industry Credentials and Work-Based Learning. This position is grant funded and contingent upon grant renewal.

RELATIONSHIPS AND CUSTOMERS

Ohio Department of Education	Tech Prep West Regional Center	Local Career Centers and High Schools	Tech Prep Students
Ohio Department of Higher Education	Clark State Deans and Faculty	Guidance Counselors	Business and Industry

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Leads Tech Prep college transition activities at Clark State College and related local colleges (i.e., articulation agreement, creation of Programs of Study, CT2, etc.)
2. Collects and reports data on Programs of Study, articulation agreements, and CT2 to the Tech Prep West Region. Tracks Tech Prep Scholarship recipients and assists with collecting requested data for grant reports.
3. Works with the Admissions office to facilitate and maintain relationships with assigned area school district staff, college faculty and administration.
4. Collaborates with the Associate Dean of Regional Campuses, Career Services, Admission Specialists, assigned local partners, and other Tech Prep coordinators in the Regional Center.
5. Collaborates with Career Services to develop industry partnerships, create Work Based

	Learning Opportunities, and provide professional development workshops
6.	Plans college and business visits for exploration of in-demand careers
7.	Assists students through the Tech Prep application and college enrollment process with specific responsibilities of region career technical centers and other tech prep eligible programs in service area
8.	Carries out other duties as assigned by the Service Provider.
9.	All other duties assigned by supervisor and Tech Prep Chief Administrator

EDUCATION and/or EXPERIENCE

- Bachelor's degree in education, leadership or related field; Master's degree preferred.
- 3 – 5 years experience in Career Technical Education, Secondary Education, or Post-Secondary Education

SKILLS AND ABILITIES

- Proven administrative experience, preferably in a technical education environment; ability to interact with business and industry
- Awareness of business and industry needs as well as extensive knowledge of secondary and post-secondary education and curriculum
- Excellent organizational and oral and written communication skills, ability to facilitate training sessions related to Tech Prep
- Proven ability to build consensus among diverse groups
- Ability to aggressively market the program to students, parents, educators and the business community
- Financial management skills with the emphasis on grant management
- Ability to work effectively with a governing board
- Customer Service - Serves both internal and external customers in an efficient, timely and pleasant manner; maintains professional appearance
- Accountability - Takes responsibility for one's own actions including but not limited to completing tasks accurately and on time; arriving at designated work/meeting locations when expected; being prepared to work and participate.
- Reliability - Completes work in a timely manner with attention to detail; ability to work irregular work hours
- Continuous Improvement - Looks for better methods to accomplish tasks including upgrading of technical skills and review of job procedures
- Ethics - Displays basic business-oriented principles and values; shows honesty and integrity in making decisions and communicating with others
- Technology - Must have a working knowledge of the Microsoft Office Suite of software and be willing and able to learn new technologies as indicated
- Travel - Ability to travel to high schools, career centers, off-campus career fairs, and other networking events to promote the college and Tech Prep.
- Trauma Informed - The ability to implement a trauma-informed culture of care.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, students, faculty, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to stand, walk, and to travel to

various education and business settings in the Clark State College and Edison Community College service area; and occasionally to other locations. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work is performed in an office-like environment with a minimal amount of noise. Work is also performed in other educational and business facilities as required.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.clarkstate.edu>

570 E. Leffel Lane Springfield, OH 45505
937-328-6090

Position #202300255 TECH PREP COORDINATOR
CR

rossc@clarkstate.edu
