



CMN College of
Menominee
Nation
KESHENA • GREEN BAY

Position Title: Tech Ed Program Coordinator	Reports to: Dean of Letters and Science
Department: Letters & Science	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 25-3097	Last Updated: 4/5/18
Home Campus: Keshena Campus	Pay Grade: Keshena Salary Grade 13 (\$43,837.25-\$54,796.56)
Grant Funded: Fully Grant Funded	Application Deadline: 2nd posting open until filled

Position Summary: The Technical Education Program Coordinator serves as the NACTEP grant Project Director as well as the Project Director for other Technical Education Division grant and/or sponsored programs, coordinating the grant/sponsored program objectives and activities and any other objectives/activities for Technical Education staff, adjunct faculty, and students.

Position Responsibilities & Duties:

- Serve as Project Director of CMN's NACTEP Grant;
- Manage other assigned technical education grants and/or sponsored programs;
- Establish, coordinate, and facilitate Technical Education program advisory boards;
- Supervise Technical Education program staff and adjunct faculty;
- Coordinate job placement and provide career services to Technical Education program students;
- In conjunction with the Dean and other Letters and Science faculty, coordinate the develop and delivery of Technical Education program curricula;
- Develop and deliver workshops related to Technical Education and CMN's programs;
- In conjunction with the Director of Retention, develop strategies to increase student retention, persistence, and completion;
- In conjunction with the Director of Enrollment/Advancement, recruit students into the Technical Education programs;
- Recommend new Technical Education program courses, diplomas, and certificates to the Dean of Letters and Science;
- In conjunction with the Dean and other Letters and Science faculty, coordinate the development and delivery of Technical Education program curricula;
- Coordinate new course, diploma, and certificates development and shepherd it through CMN's curricula approval process
- Secure Industry recognized certifications, as appropriate, in Technical Education areas;
- Ensure Technical Education employs current technology in its delivery;
- Ensure Technical Education equipment is current and fully operational;
- Oversee Technical Education Program Review;
- Participate in CMN committees, accreditation, and assessment processes;
- Teach up to 7 credits in area of expertise, as needed and appropriate
- Other duties as assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Technical Education or related field
- Two years teaching experience, preferably at the high school and/or community college level;
- Strong communication skills;
- Strong computer skills;
- Strong interpersonal skills, including working with diverse student populations;

Desired Qualification:

- Master's degree

Reporting to this Position: Dean of Letters and Science.

Physical Demands & Work Environment:

Physical demands are classified as Sedentary - lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs administrative office Functions - Frequently
- Performs teaching or instructing Functions - Frequently
- Exposure to office/class room environment - Occasionally
- Exposure to shop or maintenance environment - Occasionally

Tools & Equipment Used: Office equipment, computers, specialized software, SMART board

		1-33%	34-65%	67-100%			1-33%	34-65%	66-100%
		of time	of time	of time			of time	of time	of time
Activity	Never	Occasional	Frequent	Constant	Activity	Never	Occasional	Frequent	Constant
Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lift/Carry				
Squat/Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 lbs or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twist/Turn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-20 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21-30 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reach	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling/Fingering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Push / Pull				
Repetitive Motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12 lbs or less	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13-25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26-40 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	41-70 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Activities					71-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Control-L&R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tools				
Foot Control-L&R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small Hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful Grip	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. I have read and understand the expectations and physical requirements of this job description.

Print Name: _____

Date: _____

Signature

The above noted position description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.