



ASSOCIATE DIRECTOR, EDUCATE VA/CAREER SWITCHER PROGRAM
(POSITION # FA351)

COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA) is the comprehensive, combined regional workforce development team created as a partnership between John Tyler and J. Sargeant Reynolds Community Colleges. Both colleges are multi-campus colleges serving the greater-Richmond area. CCWA serves over 1100 businesses and 17,000 participants annually through customized contract training and open enrollment offerings.

CCWA is currently seeking applicants to fill the position of Associate Director, Educate VA/Career Switcher Program. This position will be assigned to the North Run campus. The organization's budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships.

TYPE OF APPOINTMENT	Full-time twelve-month professional faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$57,545 - \$100,850. Approximate maximum hiring salary: \$57,545.
QUALIFICATIONS REQUIRED	Master's degree from an accredited institution in secondary education, educational leadership, curriculum and instruction, or related field. Must hold or have held a Post-graduate Professional Teaching License in the Commonwealth of Virginia. Considerable knowledge of the VDOE and requirements for teacher licensure in VA. Considerable knowledge of adult training methods, curriculum design and development, and needs assessment and evaluation methodology. Working knowledge of workforce development issues and general business/industry practices. Working knowledge of marketing and sales practices and principles. Knowledge of information and instruction technologies and the ability to utilize technology required for successful distance learning opportunities. Demonstrated ability to deliver training in both small and large group sessions and coordinate instructional activities between various groups and individuals. Demonstrated ability to handle multiple assignments, work independently, and with minimal direction. Demonstrated ability to develop and deliver customized training and targeted industry training solutions for various employee groups. Demonstrated ability to organize and analyze employee and labor force data, negotiate contractual agreements, and coordinate training staff and logistics. Demonstrated ability to develop effective work teams; to supervise and direct work activities; and to manage and develop the professional needs of full- and part-time staff. Demonstrated competency in the use of MS Office products as well as mainframe database experience. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population of students, faculty, staff, and business and community partners. The selected candidate must be able to successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED	Knowledge of alternative teacher licensure in Virginia. Recent teaching experience in the public school system. Experience in a fast-paced demand-driven environment which required building partnerships with a variety of organizations. Project and/or program management experience strongly preferred. Administrative or management experience in a community college environment is also preferred.
POSITION RESPONSIBILITIES	CCWA's primary mission is to provide quality workforce training services to the greater Richmond area. As a VCCS system-wide program and a component of CCWA, EducateVA's mission is to provide an effective route to licensure for teachers in critical shortage teaching areas across the Commonwealth of Virginia. The Program provides accessible, effective training to skilled, talented, and diverse individuals so that they will be prepared to meet the needs of the public school classrooms in the Commonwealth of Virginia. This position reports directly to the Vice-President of CCWA and is responsible for the management of all aspects of the state-wide Career Switcher program.
APPLICATION PROCESS	Review of applications will begin AUGUST 26, 2010 . Applications will be accepted until the position is filled.

To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>. For full consideration, the cover letter, curriculum vitae, and unofficial transcripts must be received with the online application. Three current letters of recommendation relevant to this position and official transcripts must be received in the Office of Human Resources prior to the first day of employment.