



**Position:** Education Director – General Education (Dean)

**Position Summary:** This is a leadership position which reports to the Vice President of Education. It is responsible for the day-to-day operations, as well as the long-range success of the General Education programs and departments, courses and services throughout the CVTC District. The position works in concert with the faculty, staff, Education Council and

operations administrators to accomplish long range planning of instruction, effective delivery of curriculum, the supervision and evaluation of faculty and program support staff, and the scheduling of courses and instructors.

**Responsibilities/Expectations/Accountability/Duties:**

- Expectations
  - Focus all actions and decision-making in alignment with the College Vision, Mission and Strategic Plan.
  - Create and support an environment that focuses on value added learning.
  - Demonstrate the College values of commitment, collaboration, trust, respect, excellence, and accountability.
  - Promote excellence through continuous process improvement and the creative pursuit of new ideas, partnerships and systems.
  - Demonstrates commitment to customer service standards.
  - Work collaboratively with colleagues and community partners.
  - Plan, communicate, motivate, measure and lead effectively.
  - Assist in seeking outside resources through grant acquisitions and CVTC Foundation fundraising.
  - Participate in professional development and life-long learning endeavors.
- Accountability
  - Oversight of all programs and levels of instruction to ensure the achievement of college productivity targets.
  - Coordination of all program staff scheduling in accordance with CVTC's Human Resources and instructional scheduling models.
  - Implementation of College goals within courses and programs.
  - Communication with all employees and maintenance of a successful team environment.
  - Supervise support staff and work study or other college employees as necessary
  - Interaction with and utilization of function teams in the CVTC system.
  - Cost effective operation of all campus programs within the parameters of increasing FTEs and meeting customer needs.
  - Meeting the needs of business and industry through customized training based on the scope of program responsibilities.
  - Proactive program development, modification, and deletion based on the needs of the region.
- Responsibility
  - Development and implementation of a programming instructional marketing plan as a component of the overall CVTC instructional marketing plan.
  - Oversight of appropriate staffing for learning and effective/efficient operation of programs and departments assigned.
  - Annual performance evaluation of all program and department personnel in accordance with CVTC policies and procedures.
  - Continual development of all program and department personnel in accordance with CVTC staff development model.
  - Participation in Education Council on a regular basis and College Board meetings as needed.
  - Preparation and monitoring of program budgets to comply with the College's fiscal plan.
  - Accomplishment of learning outcomes, quality measures and overall institutional effectiveness, and productivity measures established for the programs and general education departments at the campus.
  - Participate on appropriate college teams and contribute to accomplishing the goals and objectives of the team(s).
  - Relate successfully with students and staff of diverse cultural, social or educational backgrounds

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of one- and two-year technical college programs
- Ability to organize and multi-task
- Strong leadership skills
- Strong facilitation skills
- Excellent interpersonal and communication skills and the ability to interpret and explain information to a variety of persons and groups.
- Ability to work effectively in a team environment as well as the ability to work independently toward department goals.
- Proven ability to resolve conflicts.

**Necessary Knowledge, Skills and Abilities (cont.):**

- Ability to establish and maintain effective working relationships with individuals from diverse backgrounds and abilities, community agencies, and the general public.
- Knowledge and skill with technology including computer software programs for data collection, decision making, communication, etc.
- Ability to use judgment, discretion, and decision making skills in dealing with confidential and sensitive issues.
- Ability to work a flexible schedule and travel to various campuses.
- Employment with CVTC is contingent upon successful completion of background check(s)

**Necessary Training and Experience:**

1. Master's in related area required . Doctorate helpful
2. Three to five years teaching experience required (two years experience at postsecondary level preferred).
3. Minimum of two years related experience.
4. Experience with staff development and evaluation preferred.
5. Must meet Instructional Supervisory Certification requirements of the Wisconsin Technical College System (meeting numbers 2 and 3 above fulfills the Wisconsin Technical College System certification requirements).

**Position Details**

**Expected Start Date:** As soon as possible

**Position Status:** Full-time leadership position

**Location:** This position is located at the Business Education Center, Clairemont Campus in Eau Claire and provides services to all our campuses throughout the eleven county district. Travel is required.

**Work Hours:** Salaried position

**Salary:** The salary range for this position is \$64,000 - \$91,500. However, the starting salary of this position is not expected to exceed the range midpoint. Exceptions could be made for exceptional candidates. This represents a 48-week contract spread over a 52-week fiscal year.

**Benefits:**

- Health and dental insurance for all family members
- Life and long-term disability insurance
- Wisconsin Retirement System
- 403(B) tax deferred annuity program
- 457 deferred compensation plan
- Section 125 flexible spending accounts
- Paid holidays (10 days), personal and sick leave
- Four weeks of non-contract time (vacation) annually

**Union Status:** non-union

**APPLICATION MATERIALS REQUESTED TO BE RECEIVED BY 4:00 PM THURSDAY, NOVEMBER 12, 2009**

A CVTC Application for Employment form, cover letter, resume and transcripts are requested. Copies of transcripts are acceptable during application process. Upon hire official transcripts of all undergraduate and professional education may be required. Obtain a CVTC [Application for Employment](#) form on-line by contacting:

[www.cvtc.edu/employment](http://www.cvtc.edu/employment)

Human Resources  
**Chippewa Valley Technical College**  
620 West Clairemont Avenue  
Eau Claire, WI 54701-6162  
Fax: 715-833-6451

Chippewa Valley Technical College is an Equal Opportunity/Access Employer and Educator.

In compliance with the Americans with Disabilities Act, the College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

We are seeking individuals who are creative, open to change and new methods of work practices, and willing to promote the College's vision and mission in a customer-oriented, participatory environment. Individuals who value commitment, collaboration, trust, respect, excellence, and accountability are encouraged to apply.

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**Mission Statement**

Chippewa Valley Technical College delivers superior, progressive technical education which improves the lives of students, meets the workforce needs of the region, and strengthens the larger community.

**Vision Statement**

Chippewa Valley Technical College will be a dynamic community partner dedicated to adding value through learning and student success.309 pd

**CHIPPEWA VALLEY TECHNICAL COLLEGE  
FUNCTIONAL REQUIREMENTS FORM**

**Applicants – This form is for informational use only. Keep this form for your records. There is nothing to complete on this form and you are not asked to return this form. The purpose of this form is to inform you of the functional requirements of this position.**

Position Title: Education Director – General Education (Dean)

**I. Physical Requirements (check one level for each requirement that best represents the average weekly workload):**

- N = (never): Not required for this position
- O = (occasionally): 1 – 33% of the day
- F = (frequently): 34 –66% of the day
- C = (continuously): More than 66% of the day

		N	O	F	C
a.	Sit			X	
b.	Stand			X	
c.	Walk			X	
d.	Kneel (to floor level)		X		
e.	Bend (to knee level)		X		
f.	Reach (above shoulder level)		X		
g.	Climb		X		
h.	Work at a Video Display Terminal			X	
i.	Drive a vehicle		X		

**II. Lifting/carrying/moving Requirements (Individual maximum without assistance):**

- N = (never): Not required for this position
- O = (occasionally): 1 – 33% of the day
- F = (frequently): 34 – 66% of the day
- C = (continuously): More than 66% of the day

		10#	25#	50#	75#	>75#
a.	Floor to knee	F	O	O	N	N
b.	Knee to waist	F	O	O	N	N
c.	Waist to shoulder	F	F	O	N	N
d.	Above shoulder	F	O	O	N	N
e.	Push/Pull	F	O	O	N	N

**III. Repetitive Motions (check the level that best represents the average week):**

- N = (never): Not required for this position
- O = (occasionally): 1 – 33% of the day
- F = (frequently): 34 – 66% of the day
- C = (continuously): More than 66% of the day

		N	O	F	C
a.	<b>Grasping:</b>				
	Right Hand			X	
	Left Hand			X	
	Both Hands			X	
b.	<b>Fine Manipulation</b>				
	Right Hand		X		
	Left Hand		X		
	Both Hands		X		
c.	<b>Floor/Foot Controls:</b>				
	Right Foot		X		
	Left Foot		X		
	Both Feet		X		

IV. Sensory and Other Requirements (please briefly describe the sensory requirements for each item):

<p><b>Visual</b> (i.e., ability to differentiate colors, view video display terminals, read monitoring equipment, etc.):</p>	<p>Ability to use computers (email) and multi-media equipment (document cameras, DVD, etc.) for use with presentations, instruction, etc.</p>
<p><b>Hearing</b> (i.e., need to hear spoken word, equipment sounds, alarms, etc.):</p>	<p>Ability to hear spoken word.</p>
<p><b>Communication/speech</b> (i.e., need to speak specific language, understand written or verbal instructions, need to communicate information or instructions to others, etc.):</p>	<p>Written and verbal communication skills required. Must possess the ability to communicate with customers, staff, and the public and respond to questions.</p>
<p><b>Smell</b> (i.e., ability to differentiate chemical odors, etc.):</p>	<p>Ability to smell will be helpful regarding safety issues.</p>
<p><b>Exposure to height/climbing</b> (i.e., need to work on ladders, rooftops, ductwork, etc.):</p>	<p>Not anticipated or required on a regular basis.</p>
<p><b>Environmental conditions</b> (i.e., exposure to heat, cold, humidity, loud noises, etc.):</p>	<p>Normal exposure to examples listed.</p>
<p><b>Exposure to airborne agents</b> (i.e., dust, fumes, chemicals, medications, etc.):</p>	<p>Normal exposure to examples listed may be possible.</p>
<p><b>Exposure to surface/skin irritants</b> (i.e., cleaning chemicals, dust, prolonged glove use, etc.):</p>	<p>Normal exposure to examples listed may be possible. Chemicals may include toner, inks, and other fluids found in office environments.</p>
<p><b>Cognitive abilities/reasoning</b> (i.e., concentration, memory, ability to focus and prioritize, making judgments, etc.):</p>	<p>Ability to respond to concerns and questions in a timely manner with appropriate responses. Ability to handle multiple tasks and time management skills required. Examples listed also required.</p>
<p><b>Behavioral</b> (i.e., tolerance for stress, ability to handle hostile situations, focus on tasks, etc.):</p>	<p>Examples listed are required in addition to being able to work effectively in a team environment.</p>