

## Colorado Mountain College

### Position Description

Title: Program Coordinator Career Pathways and Work Based Learning  
FLSA Classification: Exempt  
Hiring Salary Range: \$59,101.40 - \$65,668.23

#### Primary Responsibility

The Program Coordinator Career Pathways and Work Based Learning that will create and refine career pathway programs. Coordinates the delivery of designated Career and Technical Educational (CTE) programs at the Salida/Leadville campus. Develop and refine a robust internship program. Align career pathways academic/curriculum elements. Under the supervision of the Campus Vice President or designee, this position coordinates and schedules all curriculum in their program area that includes lectures, labs, and clinicals where appropriate. Supervises the delivery of the degree and/or certificate with emphasis on academic quality. Hires, supervises, and evaluates faculty; and administers instruction related to these educational programs. The incumbent oversees budget within the program that includes purchasing and capital requests and works closely with Accounts Manager. The coordinator plans and schedules two advisory board meetings per year. Position is responsible for seeing that all Federal, State, Local, and accredited agencies and CMC policies and guidelines are followed.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. For example, a Bachelor's Degree in discipline(s) supervised along with four years related experience in administration with demonstrated experience in curriculum development, organizational development, management, or instructional systems with at least one year in a supervisory position; or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position. One year of supervisory experience required.

Experience with internships and CTE programming is strongly preferred.

Demonstrated knowledge of pedagogy and combined educational program management and teaching experience equating to two years. In lieu of management experience, applicants with five or more years of teaching experience may be considered.

Special Skills or abilities related to position: knowledge of teaching skills, pedagogy, methodology, education technology, budget management, strategic planning, understanding of state or national licensure/certification requirements for CTE programs, community engagement, policies and procedures, experience with recruitment and supervision of full and/or part time faculty.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

### Essential Duties

1. Coordinates and schedule all curriculum in their program area to include lectures, labs, and clinicals.
2. Create and/or refine current career pathway programs
3. Develop and refine a robust internship program
4. Align career pathways academic/curriculum elements
5. Supervises the delivery of the degree, and/or certificate program with emphasis on academic quality.
6. Hires, supervises, and evaluates full and part-time faculty and staff.
7. Administers instruction related to the educational program.
8. Faculty and Professional development.
9. Oversees budget within the program including purchasing and capitol requests and works closely with the Accounts Manager.
10. Plans and schedules two advisory board meetings per year.
11. Advising of students.
12. Student retention and recruitment in cooperation with student Services.
13. Supervises full and part-time faculty to include hiring, retention, orientation, credentialing, and training for advisement, scheduling workload in accordance with college policy.
14. Support faculty in meeting instructional objectives, selection of textbooks and equipment, overall course management including coordination of discipline meetings.
15. Ensures excellence in teaching by keeping current on trends and methods, participates in and coordinates professional and faculty development activities and teaches classes.
16. Administers budget within program to include purchasing and capitol request recommendations.
17. In conjunction with college staff, develops CTE program application and/or renewal for state and other reports for state and federal regulatory agencies by providing program-based information on for timely and accurate submission.
18. Plans and schedules two program advisory board meetings per year.
19. Coordinates and develops the curricula for degree and certificate programs including new program development, new course plans and curriculum reviews for program area.
20. In conjunction with Student Affairs personnel, assist in recruiting and retaining students for program area.
21. To develop a relationship with students that is professional and encourages teacher/student communication.
22. Assist in the process of guiding and advising students in their courses and program goals.
23. Maintain accurate course and student records and complete course paperwork as required.
24. Directs and assures campus compliance with external agency requirements, specific to program area.

25. Responsible for seeing that all Federal, State, Local, accrediting agencies and CMC policies, and guidelines are followed.
26. Maintain regular and accessible office hours for student consultation.
27. Provide accurate inventory of supplies and equipment utilized for courses and programs.
28. Recommend selection of textbooks.
29. Serve on appropriate college committees as required.
30. Perform other duties as required.

### Supervision of the Position

This position will report to the campus Associate Dean of Academic & Student Affairs.

### Supervisory Responsibility

This position supervises adjunct faculty and skills assistants and collaborates with appropriate school deans in leading full-time faculty. The position may supervise other staff positions and/or student employees.

### Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Position may require evenings, weekends, holidays and on-call duty. Incumbents in this position will be required to have or obtain and maintain a Colorado driver's license and adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Evening and weekends may be required. Ability to obtain and maintain a valid Colorado Driver License required. Travel throughout the CMC service area might be required.

### Working Conditions

May require varying work schedule, including evening and weekend hours, holidays and potentially on-call duty; exposure to inclement weather and other potentially hazardous working conditions in construction and maintenance environments. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

This position requires constant standing and/or walking; occasional sitting and driving; frequent climbing and balancing; constant stooping, kneeling, bending; frequent squatting, crawling, pushing/pulling; constant handling objects, reaching with hands/arms, using finger movements; frequent lifting, carrying, pushing/pulling up to 50 lbs., and frequently to occasionally more than 100 lbs.; ordinary talking, hearing and vision capabilities; frequent reading/comprehending, writing and performing calculations; constant communicating orally, reasoning and analyzing; frequent work near moving mechanical parts, in high, precarious places; frequent exposure to fumes or airborne particles, toxic or caustic chemicals, outdoor

weather conditions, work with machinery, and risk of electrical shock; and occasional vibration; and loud noise; driving licensed and unlicensed vehicles.

HR Reference Information:	
Position group and code:	325000
Date of review:	07282022 COLA added

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.