

POSITION INFORMATION

Position Title	Director of Career & Technical Education
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Wednesday, July 1, 2026

FOR ADDITIONAL INFORMATION

Contact	David M. Case
Contact Title	Executive Vice President
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6202
Email	dcase@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

- Minimum of bachelor's degree in career-technical education or related field.
- At least three years of experience in a position of educational administration/leadership.
- Experience in a supervisory and personnel evaluation role.
- Excellent interpersonal and written communication skills.

Preferred Qualifications

- Master's degree or higher in career-technical education or related field.
- At least three years of experience in a position of career-technical education administration.
- Experience in enrollment management.

General Statement of the Function

The Director of Career-Technical Education reports directly to the Executive Vice President. The Director is responsible for general supervision of all career-technical programs conducted under the oversight of East Central Community College within the District.

Duties and Responsibilities

1. Serves as division chair for the Career-Technical Education Division,
2. Assists administration in determining program resource needs and opportunities,
3. Assists administration in course scheduling,
4. Manages overall career-technical budget and assists administration in determining budget allocations,
5. Prepares local, district, state, and federal reporting,
6. Manages grants awarded for support of career-technical education,
7. Coordinates the selection of craft committees and other avenues of feedback from business and industry,
8. Keeps administration updated on labor market and enrollment trends and projections,
9. Represents the College at district, state, and regional career-technical meetings and conferences as needed,
10. Help coordinate professional development activities in the career-technical space, particularly faculty,
11. Supervises and evaluates career-technical faculty,
12. Maintains inventory of equipment and supplies,
13. Assists faculty in navigating college policy and procedures including procurement, use of Canvas, compliant course syllabi, etc, and
14. Performs other duties as assigned.

APPLICATION DETAILS

Application Deadline	Monday, March 30, 2026
Internal Applications	Monday, March 16, 2026 - Monday, March 30, 2026
External Applications	Monday, March 16, 2026 - Monday, March 30, 2026
Interviews Completed By	Wednesday, April 8, 2026
Successful Candidate Notified By	Friday, April 10, 2026

WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be

POSITION ANNOUNCEMENT

POA#: 1239

screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Final transcript for highest degree earned. (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: compliance@eccc.edu.

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: compliance@eccc.edu.

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: compliance@eccc.edu.

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