

POSITION INFORMATION

Position Title	Director of PNCCTC
Number of Positions	1
Position Location	Philadelphia/Neshoba County Career-Tech Cntr
FLSA Type	Exempt
Number of Months	12
Position Classification	Professional
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, August 6, 2018

FOR ADDITIONAL INFORMATION

Contact	Wayne Eason
Contact Title	CTE Director
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6211
Email	weason@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

- (1) Current valid five year Mississippi Educator License with endorsement in Administration (486)
- (2) Three years' experience as a school administrator

Preferred Qualifications

- (1) At least five (5) years experience as a licensed School administrator
- (2) At least five (5) years experience as a licensed CTE administrator
- (3) A 911 endorsement in Career-Technical administration
- (4) Completion of Certification for online learning workshop
- (5) Validation of technology competency as required by MDE
- (6) Completed a CTE Administrator's Academy approved by MDE

General Statement of the Function

The Director of Philadelphia-Neshoba County Career-Technical Center reports to the Director of Career & Technical Education for the East Central Community College District. He/she shall perform such duties as deemed necessary in order to operate and maintain a Career & Technical Center with effective instructional programs.

Duties and Responsibilities

- 1. Coordinates and compiles the division budget;
- 2. Approves all purchase order requests for the Center and submits them to the Business Office;
- 3. Prepares or supervises the preparation of reports, follow-up studies, equipment requests, local plans, applications and all other items to be submitted to the Vocational Division, State Department of Education.
- 4. Organizes and supervises in cooperation with appropriate college, state and community officials, educational programs that are a part of the adult part-time evening program at the Center;
- 5. Represents the Center at state meetings of directors and at conferences and workshops planned and implemented by the Mississippi Department of Education;
- 6. Coordinates the selection of and works with craft committees from business and industry in the district that serve as advisors in program planning and improvement;
- 7. Assists vocational faculty in meeting license requirements by keeping them informed as to requirements and professional improvement opportunities available;
- 8. Assists the faculty of the Center in selecting and securing teaching materials;
- 9. Inventories equipment and supplies used in the instructional program at the Center;
- 10. Conducts surveys including occupational, employment opportunities, and training needs assessments in the district;
- 11. Works with the two parent schools in solving problems with schedules, students, buses, etc.;
- 12. Works with the two parent schools in coordinating the development of the annual plans (MDE);
- 13. Familiarizes himself/herself with the established policies and procedures of the institution to facilitate instruction, administration, and student's well-being; and
- 14. Other duties as assigned.

APPLICATION DETAILS

Application Deadline	Tuesday, July 3, 2018		
Internal Applications	Wednesday, June 13, 2018	-	Wednesday, June 20, 2018
External Applications	Wednesday, June 13, 2018	-	Tuesday, July 3, 2018
Interviews Completed By	Friday, July 13, 2018		

Successful Candidate Notified Friday, July 20, 2018

By

WHERE TO APPLY

Submit all required applicant documents by mail/email to:

Julie Rowzee, Director of Human Resources

P. O. Box 129

Decatur, Ms 39327

jrowzee@eccc.edu

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC application form (Application form available for download at www.eccc.edu/employment).
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume`.
5. Three (3) letters of reference for this specific position signed by the reference.

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 CareerTechnical 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 persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Houston, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, thouston@eccc.edu. Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, rlee@eccc.edu.

*E-Verfiy