



Director of Workforce Education & Training

JOB CLASSIFICATION

Pay grade level: 16

Compensation: \$67,975-\$93,466. Commensurate with Education and Experience.

Employee category: Staff

Department: Workforce Innovation

Reports to: Executive Director of Workforce Innovation

FLSA status: Exempt

Job Code: TBD

Location: Primarily Technical Education Center, but any other college location as assigned by the appropriate administrator

SUMMARY

Reporting to the Executive Director of Workforce Innovation, the Director of Workforce Education & Training, directs and manages a corporate education & training academy collaborating with subject matter experts to create and implement data-informed, industry-responsive customized training, incumbent worker upskilling, and short-term credentialing programs that address regional workforce gaps in Wyandotte and Leavenworth counties.

POSITION DESCRIPTION

- **Program Development:** Collaborate with subject matter experts & continuing education to create pathways from non-credit to credit programs and promote stackable credentials. Leads the development and implementation of customized training for employers and industry.
- **Employer Engagement:** Identifies, engages, and secures new revenue related to customized training.
- **Labor Market Alignment:** Leverages advanced technology and data tools to design and evaluate training programs aligned with industry demand.
- **Operations & Budget Oversight:** Supervises and evaluates assigned staff. Prepares regular reports and metrics on workforce program outcomes. Develops and manages budgets under the direction of the Executive Director. Assists in obtaining, implementing, and managing workforce-related grants. Provides administrative and operational support for the WFI division as needed and directed.
- **Strategic Support:** Supports special projects on behalf of the Executive Director and other appropriate divisional/college leaders as needed.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of workforce development principles, trends, and best practices in community college settings.
- Familiarity with labor market information (LMI) and regional industry demands to inform program design and employer engagement.
- Deep understanding of credit, non-credit, and continuing education pathways, including micro-credentials, industry-recognized certifications, and customized training programs.
- Knowledge of grant development, management, and compliance related to workforce training and economic development.
- Strong leadership and strategic planning skills to align workforce initiatives with institutional goals and regional economic needs.
- Demonstrated ability to develop, implement, and evaluate workforce education and training programs, including budgeting and resource allocation. Excellent communication and presentation skills for engaging with diverse stakeholders, including employers, faculty, government agencies, and community partners.
- Effective collaboration skills for cross-functional team coordination with academic divisions, continuing education, and student services.
- Skilled in partnership development with content/subject matter experts to support employer-driven training

solutions.

- Proficiency in project management and process improvement techniques to support efficient program delivery.
- Ability to lead and inspire a team in the development of innovative workforce training.

MINIMUM QUALIFICATIONS

- Master's degree in business or a related field.
- Five (5) years in workforce development, specializing in the development of industry-driven customized training and short-term credentials.
- Three (3) years building/managing employer partnerships.
- Three (3) years in industry or account management.

PREFERRED QUALIFICATIONS

- Five or more (5+) years advancing workforce development initiatives across multiple academic disciplines at public institutions of higher education.
- Three or more (3+) years evaluating and assessing workforce development programs, particularly at community colleges.
- Three or more (3+) years of collaborating with senior divisional management to align workforce practices (e.g., apprenticeships, micro-credentials, experiential learning) with credit-bearing programs.
- Two (2) years of experience in grant writing, administration, and reporting.

WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk, sit, and occasionally push or lift items. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK SCHEDULE

40 hours per week, during Admissions regular hours Monday – Friday 8:00 am – 5:00 pm. Must be able to work a variable schedule/hour to meet operational needs. May require evening and weekend hours.

*****This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.**

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