



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Director of Employment Training Connections (ETC)
Reports To: Assistant Superintendent
FLSA Status: Exempt
Prepared By:
Approved By: MS
Prepared Date: 06/27/03
Last Revised Date:

Summary: Directs and coordinates all ETC programs

Essential Duties and Responsibilities:

- Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook
- Prepare grants, negotiate contracts, implement grants, and request contract modifications when appropriate
- Develop, submit, and monitor all ETC budgets
- Understand and implement all federal and state rules and regulations to ensure that all contractual standards are met
- Supervise and evaluate daily operations of the ETC
- Monitor and evaluate staff
- Monitor and evaluate daily operations of support services for the ETC
- Work with Kalamazoo RESA staff to hire, evaluate, and terminate ETC staff
- Respond to contractor requests
- Chair weekly meeting covering many subjects and groupings
- Monitor compliance with established practices and regulations
- Develop budgetary plan and monitor performance
- Initiate and/or guide positive system changes and training practices
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Master's degree or equivalent; or four to ten years related experience and/or training; or equivalent of education and experience

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience
Ability to communicate effectively including listening
Delegates work assignments as appropriate
Keep administrator abreast of department activity
Works in a team oriented fashion
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Ability to write reports, correspondence, policies and procedures
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Develops strategies to achieve department goals
Performs duties as workload necessitates
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Practices safe work habits

Supervisory Responsibilities:

Manages four subordinate supervisors who supervise a total of 50-55 employees in the Kalamazoo ETC, Three Rivers ETC, Sturgis ETC and Kalamazoo ES; responsible for the overall direction, coordination, and evaluation of these units; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; responsibilities include interviewing, recommending the hiring, and training of employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually moderate.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Administrator, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.