

Ohio College Tech Prep Director DACUM

<p>Administer the Consortium</p> <ul style="list-style-type: none"> • Create, implement, evaluate multi-year plan • Employ and evaluate Tech Prep staff • Develop agendas, facilitate stakeholder meetings • Promote collaboration • Disseminate information • Represent consortium • Serve as liaison • Make policy recommendations • Ensure compliance with bylaws • Collect, analyze data to evaluate consortium effectiveness 	<p>Manage Consortium Funding</p> <ul style="list-style-type: none"> • Obtain budget data from shareholders • Develop budgets • Obtain local/state budget approval • Secure supplemental funding • Set up accounts • Monitor/process expenditures • Develop budget reports • Complete fiscal year-end reports 	<p>Coordinate Curriculum Development</p> <ul style="list-style-type: none"> • Collect and analyze labor market data • Identify program areas • Review state TCP and conduct local TCP • Secure local and state program approvals • Submit program applications • Establish instructional teams • Create pathways, courses of study • Develop articulation agreements • Identify infrastructure resource needs
<p>Assist with program implementation</p> <ul style="list-style-type: none"> • Assist in obtaining instructional resources • Assist in obtaining instructors • Support instructional teams • Monitor student completion rates • Monitor student academic progress • Conduct program reviews 	<p>Market Tech Prep</p> <ul style="list-style-type: none"> • Develop and implement marketing plan • Create student recruitment, awareness activities • Sponsor Tech Prep awareness events • Conduct presentations to community • Collaborate with partners and career development coordinators to promote Tech Prep • Promote Tech Prep to underrepresented and non-traditional populations • Develop/purchase promotional and marketing materials including newsletters, annual reports, news releases, print and electronic media • Develop and maintain consortium website • Sponsor student recognition activities • Promote/assist with Tech Prep showcase 	<p>Assist with College Transition</p> <ul style="list-style-type: none"> • Provide college preparation activities • Assist Tech Prep student college planning and application • Secure scholarship funding, implement scholarship distribution and awareness • Ensure implementation of articulation agreements • Coordinate assessment for academic placement • Assist with college adjustment activities • Coordinate with college placement offices for career employment opportunities
<p>Build Partnerships</p> <ul style="list-style-type: none"> • Participate in regional Tech Prep activities • Collaborate with other workforce and school reform initiatives • Create worksite-based experiences for Tech Prep students • Solicit financial and material support for Tech Prep programs • Serve on boards and panels 	<p>Coordinate Professional Development</p> <ul style="list-style-type: none"> • Identify professional development needs • Provide specialized training for stakeholders • Conduct workshops and conferences • Recommend coursework for Tech Prep staff • Contract for undergraduate/graduate credits • Provide teacher externship opportunities 	<p>Continue Professional Development</p> <ul style="list-style-type: none"> • Participate in state Tech Prep directors meetings • Attend/present at state/national conferences • Read related literature and maintain membership in professional organizations