Job Title: Technical Education Program Coordinator  
Job Code: 10305

**JOB SUMMARY**

The Technical Education Program Director is responsible for managing statewide activities and providing consultation to department and program staff for a specific program area.

**MAJOR DUTIES**

- Develops statewide program plans, goals and objectives, policies, and standards for quality assurance;
- Implements through Department and campus staff programs that facilitate achievement of goals and objectives and conform to all policies;
- Monitors progress of program implementation, evaluates results, and recommends changes and improvements;
- Coordinates the activities of special task forces, study committees, or other designated groups. May serve as a member of related special groups in the Department or represent the Department on state, regional, or national task forces, committees, or other groups;
- Identifies staff development training needs and provides training.

**COMPETENCIES**

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of TCSG rules, policies and procedures
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

**MINIMUM QUALIFICATIONS**

- A Bachelor’s degree *and* Two (2) years of work related experience

  Note: Experience may substitute for the degree on a year-for-year basis.

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.