



<b>Position Title:</b>	District Director	<b>Job Code:</b>	0896
<b>Reports To:</b>	Vice Provost, Education	<b>Job Group:</b>	PEC
<b>Department:</b>	College Training & Development	<b>Salary Grade:</b>	19
<b>Prepared By/Date:</b>	Jennifer C. Brito/9-2008	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Dr. Pam Menke/8-31-2010		
<b>Revised:</b>	Jennifer C. Brito/8-05-2010		

### **Summary:**

The District Director of College Training and Development (CT&D) is responsible for providing the overall planning, direction and coordination of the professional training and development for all personnel at the College. This individual provides leadership and vision for the overall operation of College Training and Development in meeting the College's professional development needs. (CT&D) provides professional development opportunities to employees so they can develop the skills, knowledge, and abilities to perform successfully and remain current with new developments and technologies. The incumbent works in close collaboration with the senior management team and appropriate executive groups at the College. The position promotes the attainment of the College's Strategic Plan goals and facilitates development processes that support and enable these initiatives.

### **Essential Duties and Responsibilities:**

- Directs the planning efforts of (CT&D) to formulate annual priorities for review and approval.
- Directs the design, planning, and implementation of College training programs, policies and procedures.
- Develops and approves program goals, direction, implementation plans and changes at the department level.
- Directs the overall planning and implementation of Conference Day.
- Provides leadership to Miami Dade College executive development and succession planning efforts.
- Interfaces with the Executive Committee, Dean's Councils, College Provosts and others as appropriate.
- Assures that current technologies are used appropriately for delivering training.
- Supervises (CT&D) budget, payroll, records, and reports.
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge of college educational philosophy and top management administrative practices and procedures.
- Leadership skills and abilities to chair and organize faculty/administrative committees.
- Excellent organizational and interpersonal skills.
- Supervision and management skills.
- Knowledge and familiarity with relevant information systems, databases, and software applications.
- Ability to read, analyze, and interpret common professional and technical journals, financial reports, and legal documents.
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with College and Florida Department of Education standards and guidelines.
- Ability to communicate effectively with employees, faculty, staff and community groups.

- Ability to work effectively, courteously and agreeably in a multi-ethnic/multi-cultural environment with students, faculty, and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's Degree in Human Resources Development or Organization Development or related field and six (6) years of management experience in higher education or business and industry with at least three (3) years experience in managing training and development preferably at the college or university level.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name