

Executive Director (REPOST)
Lee College

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Downloaded On: Oct. 22, 2025 6:02pm

Posted Oct. 22, 2025, set to expire Nov. 3, 2025

Job Title Executive Director (REPOST)
Department Industrial & Technical Programs
Institution Lee College
Baytown, Texas

Date Posted Oct. 22, 2025

Application Deadline 11/03/2025
Position Start Date Available immediately

Job Categories Senior Executive Officer
Director/Manager

Academic Field(s) Vocational/Technical
Administration - Academic Unit

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Job Description

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Executive Director, Industrial & Technical Programs (REPOST)

Salary: \$105,768 - \$111,163

Job Type: Full-Time

Job Number: FY2300623

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

Starting Salary Range is \$105,768 - \$111,163. The initial salary offer is commensurate with education and related work experience.

The Executive Director of Industrial & Technical Programs provides operational leadership, strategic direction, and administrative oversight for Lee College's industrial and technical programs in support of Lee College's mission as a caring community of teachers and learners focused on creating the ideal student experience. Reporting to the Associate Vice President of Academic Affairs, this position ensures academic excellence, workforce alignment, and operational efficiency in industrial and technical program areas. The Executive Director is also responsible for the management and compliance of the Carl D. Perkins Career and Technical Education Grant, ensuring programs meet federal, state, and institutional goals.

The Executive Director will work collaboratively with faculty, staff, and administrators to strengthen industrial and technical programs, advance institutional effectiveness, uphold standards of a caring community, and expand opportunities for all students across all areas of instruction.

This position is based at the main campus in Baytown, TX, and requires regular interaction with faculty, staff, students, and community partners.

Essential Duties & Responsibilities

Program Leadership

- Provide strategic leadership and oversight for all instructional programs in the following Divisions: Business & Computer Technology; Industrial Studies; Technical Studies; and Process Technology.
- Support division chairs, program coordinators, and faculty within the divisions.
- Collaborate with Division Chairs on curriculum design, program review, learning outcomes assessment, and instructional improvement.
- Lead curriculum development and revision efforts to align with industry standards and workforce demands.
- Promote academic excellence and student success through innovative instructional strategies and data-informed decisions.
- Monitor and assist with the preparation and management of divisional budgets and the assignment of faculty instructional loads.

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Partnerships With Business and Industry and Workforce Development

- Build and sustain partnerships with business and industry leaders, advisory committees, K-12 districts, and community organizations.
- Promote dual credit, apprenticeship, and workforce training opportunities to expand program reach and responsiveness.
- Serve as the college's liaison for industrial and technical programs to local, regional, and state stakeholders.

Operational and Administrative Oversight

- Assist the Associate Vice President of Academic Affairs (AVPAA) in managing day-to-day operations of the Office of Academic Affairs, ensuring alignment with college-wide academic goals and priorities.
- Develop and manage program budgets in collaboration with the AVP of Academic Affairs.
- Monitor enrollment trends, retention, and completion rates; implement improvement strategies as needed.
- Provide strategic leadership and support for compliance with institutional, state (THECB), and accreditation (SACSCOC) requirements related to academic quality and effectiveness.
- Oversee the coordination and support of faculty development programs in partnership with the Empirical Educator Center.
- Provide operational oversight of instructional schedules and course offerings.
- Represent Academic Affairs on the Curriculum and Academic Affairs Committee, in Faculty Assembly, and on other committees, task forces, and in campus-wide strategic planning efforts.

Grants and Compliance (Perkins Grant)

- Supervise the Project Director for the Perkins Grant who administers and oversees the grant, including budget development, program planning, reporting, and compliance with all federal and state regulations.
- Ensure funding priorities align with the strategic goals of the institution.
- Ensure required reports and documentation is submitted to external agencies in a timely and accurate manner.

Additional Duties & Responsibilities

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- Occasional evening and weekend commitments may be necessary.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Master's (or higher) degree from a regionally accredited institution; doctorate preferred.
- At least three (3) years of leadership experience in higher education, preferably within a community college setting.
- Demonstrated success in academic program development, instructional support, and faculty engagement, with an emphasis on industrial and technical programs.
- Excellent interpersonal, leadership, and organizational skills.
- Experience with budget oversight, institutional planning, and regulatory compliance.
- Proficiency with learning management systems and student information systems and the ability to extract data and generate reports.
- Demonstrated experience with the administration and reporting of Perkins or similar federal grants.
- Strong knowledge of technical education trends, workforce development needs, and industry standards.
- Strategic Thinking and Institutional Alignment.
- Collaborative leadership.
- Academic planning and execution.
- Data-Informed decision making.
- Effective Communication.
- Organizational management and innovation.
- Prolonged periods of sitting.
- Motor skills for computer use and document handling.
- Physical ability to move between classrooms and offices on campus.
- Capability to drive to off-campus locations.
- Physical coordination required for delivering presentations to both large and small audiences.

Preferred Qualifications:

- Experience working within the Texas Higher Education Coordinating Board (THECB) framework.
- Proficiency with Blackboard LMS, PeopleSoft Student Information System, and ZogoTech.
- Proficiency with standards and processes for assessing instructional quality such as Quality Matters.
- Knowledge of community college mission and best practices in student-centered instruction.

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- Knowledge of SACSCOC accreditation standards and processes.
- Progressive leadership experience in a community college setting.
- Knowledge of dual credit and career pathway programs.
- Experience in managing advisory boards.
- Proven success in developing industry partnerships and implementing workforce initiatives.

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/5080988/executive-director-industrial-technical-programs-repost>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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