Director, Municipal Education and Training Pathways, City College for Municipal Employment (CCME)
Community College of Philadelphia

Job Title Director, Municipal Education and Training Pathways, City College for Municipal Employment (CCME)

Department All Jobs

Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Dec. 22, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

Posting Details

Position Information

Position Title: Director, Municipal Education and Training Pathways, City College for Municipal Employment (CCME)

Requisition Number: SCA00873

Director, Municipal Education and Training Pathways, City College for Municipal Employment (CCME)
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General Description

Reporting to the Associate Provost of Academic & Student Success and working in close partnership with the Director of the City College for Municipal Employment (CCME), the Director of Municipal Education & Training Pathways serves as the College's lead architect for developing, refining, and expanding the education and training pathways that prepare Philadelphians for high-demand municipal careers. When the City of Philadelphia identifies priority occupations, skills shortages, or opportunities for upskilling, the Director leads the design and implementation of responsive, high-quality noncredit and credit pathways aligned with those workforce needs.

This role serves as the primary bridge among CCME, academic departments, workforce development, and City hiring departments to ensure that courses and pathways are academically rigorous, operationally sound, and directly responsive to municipal job requirements. The Director coordinates curriculum development, oversees course build-out in Banner, ensures timely and appropriate faculty staffing and payment, and maintains consistent communication with instructional teams. A highly collaborative leader, the Director ensures CCME pathways remain learner-centered, employer-aligned, and effectively integrated across the College.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

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Community College of Philadelphia

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Lead the development, refinement, and expansion of credit and noncredit CCME education and training pathways in response to City workforce needs.
- Collaborate with faculty, department chairs, Workforce Development, CCME leadership, and City hiring departments to design curriculum, competencies, and course sequences aligned with targeted municipal roles.
- Identify existing CCP programs that can be adapted for CCME use and guide the creation of new offerings where gaps exist.
- Ensure pathways support stackable credentials and alignment between noncredit training and credit-bearing opportunities.
- Oversee the development and implementation of course schedules for all CCME pathways.
- Generate CRNs and build CCME courses in Banner with accurate and consistent CCME coding, attributes, and configurations.
- Coordinate the recruitment, hiring, and assignment of qualified faculty for all CCME courses.
- Ensure timely submission and processing of C-forms and related documentation so CCME-affiliated faculty are compensated promptly.
- Provide onboarding, training, and ongoing communication to faculty to align expectations and ensure consistent delivery across pathways.
- Support non-credit CCME faculty to ensure appropriate and consistent use of the Canvas Learning Management System (LMS) to structure course content, manage assignments, class participation, course grades and engage students with course materials.
- Collaborate with faculty to develop, refine, and evaluate curriculum, including lesson plans, assessments, and instructional materials.
- Oversee acquisition of instructional materials, technology, manuals, and supplies in collaboration with Workforce Development and CCME staff.
- Serve as a key liaison to City hiring departments, employer partners, and internal CCP units to

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maintain alignment on program goals and outcomes.
- Use data and feedback to improve pathway structure, curriculum, and instruction.
- Maintain documentation and SOPs for pathway development, course creation, faculty processes, and instructional operations.
- Build and sustain strong working relationships with CCME leadership, Workforce Development, academic departments, and City partners.
- Perform additional responsibilities as needed to support the success and expansion of CCME pathways.

Minimum Qualifications

- Bachelor's degree in education, instructional design, workforce development, public administration, organizational training, or a related field from a regionally accredited institution.
- At least 4 years of experience designing, delivering, or managing education/training programs in higher education, workforce development, adult education, or a related environment.
- Demonstrated experience working with faculty or instructors in curriculum development, course delivery, or program coordination.
- Experience developing or implementing course- or program-level assessments and evaluation tools.
- Strong understanding of effective instructional practices and research-based teaching and learning strategies.
- Project management experience, with the ability to manage multiple initiatives, timelines, and stakeholders simultaneously.
- Experience using technology to support instruction and training, including learning management systems or digital learning platforms.
- Strong oral and written communication skills, including the ability to collaborate effectively with internal and external partners.
- High level of organization, attention to detail, and problem-solving abilities.
- Demonstrated ability to work effectively with diverse populations, including adult learners and individuals from varied academic, socioeconomic, cultural, and linguistic backgrounds.
- Proficiency with Microsoft Office Suite and comfort learning new platforms and systems (e.g., LMS tools, scheduling software, Banner).

Preferred Qualifications

- Master's degree in education, instructional design, educational technology, workforce development, or a related field.
- Experience teaching, training, or providing direct instruction to learners (secondary, adult, CTE,

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workforce, or community college settings).
- Prior supervisory or instructor management experience, including recruitment, support, and evaluation of faculty/instructors.
- Experience designing or managing workforce training programs or employer-aligned pathways—particularly those tied to hiring pipelines.
- Background in developing or implementing competency-based education, stackable credentials, or credit/noncredit bridge pathways.
- Experience working in environments with collective bargaining agreements or unionized faculty.
- Experience collaborating with employer partners, government agencies, or public-sector stakeholders to design training or education programs.
- Familiarity with institutional systems such as Banner, learning management systems (Canvas, Google Classroom), and collaboration/project systems like SharePoint, Basecamp, or similar tools.

Work Location: Main Campus

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

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- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit: **https://www.myccp.online/human-resources/benefits-eligibility**

Salary Grade or Rank: 5

Min Salary/Hourly Rate: $72,073

Max Salary/Hourly Rate: $118,920

Job Posting Open Date: 12/18/2025

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

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1. * How did you hear about Community College of Philadelphia?
    - CareerBuilder.com
    - Higheredjobs.com
    - LinkedIn
    - The Chronicle
    - Veterans Job Fair
    - Professional & Technology Diversity Career Fair
    - AL DIA - Diversity Career Fair
    - Community College of Philadelphia Website
    - Indeed.com
    - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

    (Open Ended Question)

3. * What is the highest level of education you have completed?
    - No Response
    - High School/GED
    - Associates Degree
    - Bachelor's Degree
    - Master's Degree
    - Doctorate
    - Other
4. * Do you have at least 4 years of experience designing, delivering, or managing education/training programs in higher education, workforce development, adult education, or a related environment?
    - Yes
    - No
5. * Do you have a Bachelor's degree in education, instructional design, workforce development, public administration, organizational training, or a related field from a regionally accredited institution?
    - Yes
    - No

Documents Needed to Apply

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Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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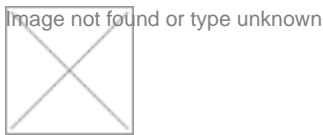
PI280756163

Contact Information

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

Contact   Abby Ametrano Aametrano@ccp.edu

All Jobs

Community College of Philadelphia

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