



~JOB DESCRIPTION~

Chief Executive Officer (CEO)
of Workforce Innovation Network (WIN) College
and Career Academy (WINCCA)

Department:

Workforce Innovation Network (WIN) College and Career Academy (WINCCA)

Reports to:

WINCCA Board of Directors and Valdosta City Schools Superintendent

RETIREMENT SYSTEM:

TRS-GA

FLSA STATUS:

EXEMPT

WORK SCHEDULE:

240 DAYS

Salary:

Commensurate with degrees and years of experience.

PRIMARY FUNCTION:

The CEO will provide leadership in all aspects of WINCCA in developing, implementing, and overseeing all educational programs and services. The CEO will initiate, cultivate, and strengthen partnerships internally with educational systems, administrators, faculty, staff, students, and parents. The CEO initiates, cultivates, and strengthens partnerships externally with industry, employers, economic developers, government, community stakeholders, and other external parties. The CEO will focus on securing public and private assets to support and improve WINCCA as needed and directed by the Board of Directors.

CERTIFICATE/LICENSE, EDUCATION, AND WORK EXPERIENCE:

EDUCATION: Bachelor's Degree or higher in a business-related field or education required. Master's Degree or higher in a business-related field or education preferred.

EXPERIENCE: Leadership experience in business, management, or secondary/higher education— 7 years minimum. Preferred - Progressive leadership experience in a corporate environment for ten or more years. Secondary School (grades 6-12) Instructional experience.

CERTIFICATION/LICENSURE: Educational Leadership Certification or equivalent training in the private sector. Must be or commit to becoming a Georgia Certified Economic Developer.

KNOWLEDGE, SKILLS, AND ABILITIES: Superior written and verbal communication skills. Knowledge of local, state, federal, and/or private employment programs and grants preferred.

Minimum qualifications may be waived at the WINCCA Board of Directors/Superintendent's discretion.

DUTIES & RESPONSIBILITIES:

- Serve as Chief Executive Officer of WINCCA.
- Provide leadership and oversight to all WINCCA faculty and staff.
- Create and drive the standard of the highest professional culture and climate within WINCCA.
- Identify workforce and industry partners that can provide value and enhancement to WINCCA, engage new and existing workforce and industry partners to exceed the mission and vision of WINCCA, and cultivate new and existing workforce and industry partners to ensure mutually beneficial outcomes.
- Communicate needs and opportunities that can enhance and improve WINCCA's offerings to students, industry partners, and the overall community.
- Collaborate with partner school systems, higher education partners, and WINCCA faculty and staff to ensure that all barriers to seamless implementation of curriculum offerings exist within WINCCA.
- Work with internal and external partners to ensure that program offerings meet and exceed the needs of students and the workforce.
- Build, modify, and implement effective processes that ensure proper and effective conflict resolution, barrier elimination, strategic planning, and efficiency.
- Recommend personnel actions to the superintendent and board of directors.
- Create an annual operations plan, budget, and suggested changes needed in a timely manner.
- Secure public and private assets that are essential to the maintenance, operation, enhancement, and growth of WINCCA.
- Attend professional meetings, conferences, and the like to maintain professional knowledge and skills. Create and expand a professional network within the education community and the workforce community.
- Create and implement an internal and external marketing plan to ensure all essential parties are effectively educated and engaged on the current and future actions of WINCCA.
- Provide reports, updates, and needs to the board of directors at each board meeting.
- Develop and cultivate mutually beneficial relationships with all internal employees to ensure that a welcoming and professional culture is maintained.
- Develop and cultivate mutually beneficial relationships with external stakeholders, organizations, industry partners, and communities to further the mission and vision of WINCCA.

- Evaluate internal program effectiveness and recommend and implement processes that ensure improvement and growth of WINCCA.
- Regularly measure and report program effectiveness and outcomes to the board of directors.
- Other duties as assigned by the board of directors and the superintendent.

Valdosta City Schools is an Equal Opportunity Employer

The Valdosta Board of Education does not discriminate based on race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities.