



Invites Applications and Nominations for the Position of:

# STATE DIRECTOR



**OKLAHOMA**  
**CareerTech**

**Greenwood/Asher**  
& ASSOCIATES, LLC

## The Opportunity

The State Director serves as chief executive of Oklahoma Career and Technology Education and with the authority of the Board, the State Director is the face of Oklahoma CareerTech and provides leadership to the Oklahoma CareerTech system, a nationally recognized system of technology education and training that serves more than 500,000 Oklahomans annually through secondary and adult programs including agriculture; family and consumer sciences; health careers; business and information technology; marketing; technology engineering; trade and industrial; science, technology, engineering and math education; skill centers including Oklahoma Department of Corrections and Oklahoma Juvenile Authority; technology centers including full time, short term, and business and industry training. Specifically, these programs are related to career development, work and family studies, career readiness, career preparation, academic advancement, customized training, curriculum and assessment. These programs are operated within technology centers, common schools, businesses, Oklahoma Department of Correction sites and Office of Juvenile Affairs sites.

## Essential Duties and Responsibilities

- Provide exemplary leadership to Oklahoma's CareerTech education system and serve as the Chief Executive Officer of the Oklahoma Department of Career and Technology Education.
- Guide internal Senior Staff leadership in strategic planning to ensure effectiveness of major programs and initiatives and assures major processes critical to system success are performed.
- Work with the State Board to provide strategic leadership to the CareerTech education system and the Oklahoma Department of Career and Technology Education by ensuring that goals and systems are in place to achieve the mission.
- Establish collaborative relationships between the agency, and the CareerTech system, state and federal legislators, the executive branch and other agencies and stakeholders
- Maintain and foster open communications between the state's CareerTech system, business and industry, higher education, common education, and other stakeholders in the state's economic development efforts.
- Create strategic partnerships with common education, community colleges, universities, and the business community.
- Gather and provide statewide input concerning technical education and training necessary to meet the Oklahoma workforce needs.
- Keep the board informed on the condition of the CareerTech system and on all the important factors influencing the system. In particular, provide reports on strategic purpose performance and process quality performance.
- Work with the National Association of State CareerTech Directors, Association of Career and Technical Education (ACTE), Southern Regional Education Board (SREB), and numerous boards, commissions and committees for educational leadership, professional development and services for the CareerTech staff and teachers.

**Qualifications:**

- Exemplary leadership skills with a vision for the future of Oklahoma's CareerTech system.
- Commitment to improving and advancing the mission of the Oklahoma CareerTech system.
- Experience in the educational system with an understanding of career and technology education.
- Ability to establish effective relationships with state and federal legislators, the executive branch and agencies, and other stakeholders.
- Proven experience in developing partnerships and working with education providers and business leaders.
- Exceptional communication skills, written and verbal, as well as professional image and presentation skills necessary to be a spokesperson for the system to media outlets, television reporters and the news media.
- Proven leadership ability to work with state legislature and state agencies.
- The ability to develop long-range plans and evaluate work accomplishments.

**Education:**

- It is preferred that Applicant hold a Master's Degree or a Doctorate. A Bachelor's Degree is required.
- It is preferred that an Applicant have significant experience in administration and leadership of relevant educational systems.
- Possession of a valid Oklahoma Superintendent's Certificate and a Career and Technology Center Administrator's Credential is preferred.

**Management Responsibilities:**

- Direct reports consisting of Senior Staff.
- Ability to delegate responsibilities as appropriate.

**Experience: It is preferred that an Applicant have:**

- Significant leadership experience in administration of educational systems.
- Deep understanding of systems design and continuous improvement.
- Proven ability as a CareerTech instructor and/or administrator is preferred.
- Knowledge and experience with the legislative process is preferred.
- Strong experience in team building, budgeting, managing and supervising a major organization.
- Proven ability to provide leadership in coordinating educational and training programs with business and industry needs.
- Strong knowledge of economic development engines that drive Oklahoma's economy and the ability to represent the state's CareerTech system to prospective business and industry.
- Knowledge of the national CareerTech system with proven ability to represent Oklahoma on a national level.

### **Communication Skills:**

- Ability to read, analyze and interpret data and complex documents.
- Ability to listen and respond effectively to confidential and sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on complex topics to top management, public groups, and/or board of directors.
- Ability to communicate extremely technical and complex concepts to top management and the board of directors.

### **Mathematical Skills:**

Ability to apply moderately complex mathematical equations and budgetary calculations as applicable. (For example, calculating discounts, interest, commissions, proportions, percentages and volume, and applying concepts of basic algebra and geometry.)

### **Reasoning Skills:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions and work with several abstract and concrete variables.
- Ability to prioritize and multi-task.

### **Licenses, Certificates, Registrations:**

Valid driver's license.

### **Physical Demands/Working Conditions:**

Must be able to lift up to 40 lbs. Maintains a flexible work schedule to meet the demands of executive management. Hours may be long and irregular. Normal office conditions will include extensive in-state travel. Travel and participation in national meetings as necessary.

## **About Career and Technology Education**

No other Oklahoma educational system serves such diverse constituencies, either in age or occupational status and interest. , The content taught in our programs changes regularly, driven by advancing technology, and the system remains highly responsive to the needs of business and industry.

The strength of Oklahoma's CareerTech system lies in its diversity. Its constituencies are many and varied: junior high school students, high school students, dropouts, unemployed adults, employed adults, senior citizens, prison inmates, Oklahoma's businesses and industries; the list goes on and on. Each of these constituencies has its champions; Oklahomans who have

personally experienced what the system has done for them or who have witnessed that personal growth in others.

The system's diversity also has brought a variety of challenges: the challenge of meeting high expectations, the challenge of meeting new standards and accountabilities, the challenge of managing and staffing such a diverse system and the challenge of funding emerging technologies.

The emphasis on education at the federal level, provides CareerTech with the opportunity to play a critical role in help to improve the academic performance of Oklahoma's students. Through efforts such as Tech Prep and High Schools That Work, we've seen firsthand that cooperative efforts between career and technology educators and academic teachers pay big dividends in increasing academic performance.

Still another challenge is maintaining quality instruction by recruiting, retaining and developing instructors on the front line. We have placed great emphasis on our teachers attaining national certifications in their respective fields. In addition, in just two years, a total of 29 Oklahoma CareerTech instructors from across the state have earned certification through the National Board of Professional Teaching Standards.

The mission, their single and steadfast mission, is to help Oklahomans succeed in the workplace, education, and in life.

## The City of Stillwater, OK

Stillwater is home to a diverse mix of business and industry, from manufacturing to advanced technology. Among its export industries are printing and publishing, floor covering, wire products, software, food and kindred products, and research. Stillwater has the following economic clusters: [aerospace](#), [agribusiness](#), [biotechnology](#), [optoelectronics](#), [printing](#) and [publishing](#), [software](#) and standard manufacturing.

Oklahoma State University plays a significant part of Stillwater's overall economy with more than 20,000 students, 5,500 personnel and a focus on research and technology.

### **Arts and entertainment**

Stillwater is known as the home of red dirt music, a mixture of folk, country, blues and rock. Notable red dirt artists from Stillwater include Cross Canadian Ragweed, Jason Boland and the Stragglers, the Red Dirt Rangers, The Great Divide, No Justice, Jenny Labow, the Jason Savory Band, and the father of red dirt music, Bob Childers.

Garth Brooks, Other Lives, and The All-American Rejects launched their careers playing in local venues.

Stillwater hosts several performing arts series, including performances at the City of Stillwater Community Center, the Town and Gown Community Theater. OSU's Allied Arts holds performances in the Seretean Center and the Jerry L. Davis Studio Theatre on the OSU-Stillwater campus. The McKnight Center, a new state-of-the-art performing arts center, recently opened and is already a regional/national venue for artists and performances in the Mid-West.

Stillwater is served by several voluntary organizations dedicated to providing entertainment and cultural experiences: the Stillwater Community Singers, the Stillwater Community Band, and Stillwater Jazz.

## Nomination and Application Process

### Salary

Salary will be competitive and commensurate with qualifications and experience.

### How to Apply

Greenwood/Asher & Associates, LLC. is assisting the Oklahoma Department of Career and Technology Education in this search. Applications and nominations are now being accepted. For a full application package, please submit a cover letter, CV, and list of five references. Confidential inquiries, nominations and application materials should be directed to Greenwood/Asher and Associates. Submission of application materials as PDF attachments is strongly encouraged. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

#### **Please direct inquiries, nominations, and application materials to:**

Jan Greenwood, Ph.D.  
Co-Founder, Greenwood/Asher & Associates, LLC  
Vice President and Managing Partner, Kelly

Shelley Sullivan Feather, Senior Executive Search Consultant and Practice Leader,  
Library and Information Science

Email: [jangreenwood@greenwoodsearch.com](mailto:jangreenwood@greenwoodsearch.com)

E-mail: [shelleyfeather@greenwoodsearch.com](mailto:shelleyfeather@greenwoodsearch.com)

For more information on Oklahoma Department of Career and Technology, please visit

<https://oklahoma.gov/careertech.html>

#### **Equal Opportunity/Non Discrimination Statement**

The Oklahoma Department of Career and Technology Education does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, or veteran status. Inquiries concerning application of this policy may be referred to the ODCTE Compliance Coordinator, 1500 W. 7th Ave. Stillwater, OK 74074-4364, or call 1-800 522-5810 or (405) 377-2000.