

JOB DESCRIPTION:	Director of Applied Technology		
DEPARTMENT:	Applied Technology		
REPORT TO:	Associate VP – Academic Affairs		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#304310	DATE APPROVED:	18-FEB-2022
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Plans, implements, and evaluates assigned curriculum and programs in accordance with Applied Technology goals and objectives.

DUTIES:

1. Develops educational specifications and planning of educational facilities. Monitors academic schedule compliance. Assures instructional compliance is met at the local, federal, state requirements. Provides AVPAA research on best practices, current trends related to curriculum, and instruction for restructuring programs.
2. Assists with the restructuring, development and implementation of programs. Communicates effectively, orally and in writing, with other professionals, students, parents, and community. Interacts with parents, outside agencies, businesses, and community to enhance understanding of Applied Technology initiatives and priorities and to elicit assistance for students.
3. Assists in writing grant proposals and implements programs for which funds have been awarded to Applied Technology.
4. Develops long and short-range plans based on Applied Technology mission and the State Department of Education priorities. Oversees the revision of curriculum, program, or service delivery based on annual assessments.
5. Responsible for the design and implementation of an instructional evaluation system for Applied Technology.
6. Assists lecturers in teaching methodologies and in the use of appropriate material upon request. Works with lecturers to ensure that the industry certification objectives are been met that lead to industry certificate and certification.
7. Facilitates effective communications among WNMU Advising Center, secondary schools and the School of Applied Technology.
8. Ensures that all lecturers comply with the internal Applied Technology requirements, such as timely response to book orders, class rosters, application for student graduation, student advisement, etc.
9. Serves on Applied Technology committees for the planning and implementation of programs and /or services.
10. Serves as liaison with outside agencies to articulate the vision, mission and goals of Applied Technology and seek additional resources. Serves on WNMU committees and task forces in support of Applied Technology initiatives and priorities.
11. Provide class instruction as needed within areas of study.
12. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree related field or required certifications for Applied Technology programs and certificates with 6 years of related experience (minimum of 4 years of teaching experience in a related field) required. Master's degree in related field preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Must be knowledgeable of University policies and procedures. Must have strong interpersonal and communication skills, and a strong customer focus. Must have strong writing, planning and organizational skills. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications, accounting and banking techniques and systems. Knowledge of customer service principles.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office, classroom, and workshop environment. May travel some within the community when needed. Ability to read maintain safety protocols in workshop classroom environment and equipment. Ability to communicate for safety purposes. Must be able to follow all safety protocols and ensure safety protocols are followed by all students. This position requires mostly work outside during all seasons. Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. The employee frequently lifts lightweight objects up to 50LBS. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)
 - c.
 - d. National Center for Construction Education & Research (NCCER) Certified Instructor.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)