



# Mitchell Technical Institute POLICY

Category	Approval		
Series 300: General School Administration	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
	8/10/15		2019

## THE ADMINISTRATIVE TEAM

MTI 302

### The President of Mitchell Technical Institute

#### A. Description

The President of Mitchell Technical Institute (MTI) is the chief executive officer of MTI. As such, s(he) is responsible for leadership and management in the following areas: strategic and operational planning, fiscal planning and control, human resource development, physical resources, instructional programs, institutional marketing and advancement, economic development and workforce development. The President administers, on an ongoing basis, the delivery of technical education and services in accordance with the philosophy and mission of Mitchell Technical Institute.

#### B. Qualifications

1. Shall, ideally, have earned an advanced degree from a regionally-accredited degree-granting institution.
2. Shall, ideally, have at least three years of successful teaching in a technical program.
3. Shall have leadership experience at a post-secondary or an industry organization.
4. Shall have advanced skills in written and verbal communications.
5. Such alternatives to the above qualifications as the Board of Education deems appropriate and acceptable.

#### C. Performance Responsibilities

1. Administers, on an ongoing basis, the delivery of technical education and services in accordance with the philosophy and mission of Mitchell Technical Institute.
2. Administers policies and directives of the Board of Education.
3. Provides fiscal, buildings and grounds, instructional, personnel, and student management for MTI.
4. Provides external communications for MTI.

5. Performs such other tasks and assumes other responsibilities as may be assigned by the superintendent.

### **The Vice-President for Academic Affairs/Executive Vice-President**

#### **A. Description**

The Vice-President for Academic Affairs/Executive Vice-President is the instructional and academic leader of Mitchell Technical Institute. In that capacity s(he) has the responsibility for supervision of the day-to-day operation of the Institute. The Vice-President for Academic Affairs/Executive Vice-President assists the President in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

#### **B. Qualifications**

1. Shall have earned a Baccalaureate or advanced degree from a regionally-accredited degree-granting institution. An advanced degree in Educational Administration is desirable.
2. Shall, ideally, have at least three years of successful teaching in a technical program.
3. Shall, ideally, have administrative/instructional experience at a post-secondary level.
4. Shall have advanced skills in written and verbal communications.
5. Such alternatives to the above qualifications as the Board of Education deems appropriate and acceptable.

#### **C. Performance Responsibilities**

1. Oversees the instructional programs at Mitchell Technical Institute.
2. Oversees the development of curriculum in cooperation with department heads, division heads, faculty, the dean of instruction and curriculum, and industry advisory committees.
3. Recommends program improvements including the purchase of necessary equipment, teaching materials, and supplies.
4. Oversees instructional evaluation and professional development of MTI teaching staff.
5. Oversees and maintains the data collection process for the Institute and responds to requests from local, state, and federal entities.
6. Oversees the maintenance of student records and the administrative records management system.
7. Participates in the hiring and dismissal of all individuals under his/her purview, including interviewing, and recommends to the President such action.
8. Oversees matters of accreditation and assessment.
9. Supervises all new program development.

10. Oversees student services, including learning services, career services, and student success activities.
11. Responsible for supervising the data-networking and technical staff.
12. Supervises all new program development.
13. Performs duties otherwise performed by the President in his/her absence.
14. Performs such other tasks and assumes such other responsibilities as may be assigned by the President.

### **The Vice-President for Administrative Services/Chief Financial Officer**

#### **A. Description**

The Vice-President for Administrative Services/CFO serves in a senior leadership position answering to the President of the Institute and is responsible for efficiently and effectively organizing, developing, and administering the comprehensive financial and administrative services of the Institute.

#### **B. Qualifications**

1. Baccalaureate Degree from a 4-year degree granting institution that is regionally accredited.
2. Previous experience in working in a higher education business office setting is highly desirable.
3. Previous experience using a computerized accounting system is required.
4. Advanced skills in written and verbal communications.
5. Such alternatives to the above qualifications as the Board of Education deems appropriate and acceptable.

#### **C. Performance Responsibilities**

1. Maintains and administers all financial accounting responsibilities for the Institute.
2. Develops and maintains all budgets associated with the Mitchell Technical Institute.
3. Reviews and approves all purchases for the Institute and maintains asset accountability records.
4. Oversees the processing of all invoices and vouchers for payment.
5. Coordinates the fee and tuition schedules and collects all tuition receivable.
6. Maintains a computerized accounts receivable ledger for student tuition and fees and processes reimbursement claims for students receiving financial assistance.
7. Prepares and manages supportive data for expenditures involving federal and state funds including filing claims with the appropriate state or federal agency.

8. Oversees and maintains the financial data collection process for the Institute and responds to requests from local, state and federal entities.
9. Oversees all enterprise activities of Mitchell Technical Institute.
10. Supervises the Accounting Clerk, Business Office Administrative Specialist, MTI Bookstore Manager, and Food Service Operation.
11. Issues contracts and oversees staffing, payroll, and benefits for all MTI contractual agreements.
12. Performs such others tasks and assumes such other responsibilities as may be assigned by the President.

### **The Vice-President for Operations**

#### **A. Description**

The Vice-President for Operations shall oversee the maintenance and upkeep of the facilities and grounds; bidding for equipment and services; purchase, inventory and control of equipment; public communications; and coordination with the Mitchell School District maintenance manager.

#### **B. Qualifications**

1. Shall have earned a post-secondary degree from an accredited degree-granting institution.
2. Shall ideally have previous experience in working in a post-secondary education technology office.
3. Shall have knowledge of engineering principles of communications systems, communications industry, telecommunications systems management, facilities, business administration, and supervision.
4. Advanced skills in written and verbal communications.
5. Such alternatives to the above qualifications as the Board of Education deems appropriate and acceptable.

#### **C. Performance Responsibilities**

1. Provides administrative support to a statewide telecommunications system to ensure operations are in compliance with state goals and objectives.
2. Maintains inventory accountability and control for all equipment.
3. Ensures scheduled and emergency maintenance is performed on all MTI equipment.
4. Provides request for proposal (RFP) and bidding documents for the purchase of all facilities, grounds, and equipment.
5. Ensures the physical security of MTI grounds, facilities, students, and personnel.

6. Performs such other tasks and assumes such other responsibilities as the President may assign.

### **The Vice-President for Industry Relations and Development**

#### A. Description

The Vice-President for Industry Relations and Development shall administer those functions of MTI that depend upon strong and dynamic relationships with industry and business. In this role, s(he) shall oversee the MTI Foundation and Corporate Education, ~~and Career Services~~ and coordinate the sharing of resources and efforts to promote MTI and its programs through increased relationships with industry.

#### B. Qualifications

1. Shall have earned a Baccalaureate degree from a four-year degree-granting institution that is regionally accredited.
2. Shall ideally have previous experience in the public and/or corporate arena.
3. Advanced skills in written and verbal communications.
4. Such alternatives to the above qualifications as the Board of Education deems appropriate and acceptable.

#### C. Performance Responsibilities

1. Develops positive relationships with industry partners or potential industry partners that will result in increased support and enrollment for MTI and its individual programs.
2. Supervises the MTI Foundation in its efforts to create and sustain long-term industry support for the Institute through such initiatives as an annual giving program, a planned giving program, an institutional endowment fund, and a capital campaign.
3. Supervises and increases MTI's role in providing continuing education to industry and provides for the profitability of the Corporate Education program.
4. Defines workforce needs that are not being met and works with industry, the Vice-President for Academic Affairs, and faculty to develop new programs to meet those needs.
5. Works with industry contacts to assure that MTI's technical programs are meeting the needs of industry.
6. Performs such other tasks and assumes such other responsibilities as may be assigned by the President.