Perkins Manager

Key Responsibilities the Perkins Manager/Perkins Team

With the college’s administration, the Perkins Manager forms a Perkins Team that has knowledge of Career and Technical Education (CTE) programs, grant management, and federal compliance.

The Team plays a pivotal role in the successful implementation and management, of Perkins V Funding at their Community College. Under Perkins V, this team is important in strengthening your Comprehensive Local Needs Assessment and ensuring compliance with federal and state regulations.

The Perkins Team contributes to the success of CTE programs and the achievement of educational and workforce development objectives at their college.

Grant Management and Compliance

* Act as primary liaison between the college and NCCCS Perkins team
* Develop and oversee the implementation of the college’s Perkins plan and budget
* Maintain compliance with federal and state regulations
* Attend required Perkins Training and professional development events, including CTE Mid-Year review, monthly online webinars, and annual spring planning meeting
* Monitor negotiated levels of performance and provide technical assistance for continuous improvement.

Administrative Duties

* Maintain job descriptions or extra-duty contracts for personnel paid with Perkins funds
* Ensure proper time documentation for Perkins-funded positions
* work with the College’s procurement staff to ensure proper purchase and installation of equipment
* Collaborate with college finance officials to track spending, submit budget modifications, and required reports

Strategic Planning and Assessment

* Ensure Perkins V aligns with and supports the college goals and objectives
* Lead the development of the biennial Comprehensive Local Needs Assessment
* Collaboratively prepare annual plans and budgets to address identified gaps

Stakeholder Collaboration

* Foster collaboration with college CTE professionals and regional stakeholders
* Engage with Workforce Boards, faculty, secondary administrators and teachers, business and industry advisory committees, and state and local support agencies