

THE ROLE OF A PERKINS ADMINISTRATOR

- ✓ Serve as a liaison to the ICCB for the Perkins Grant
- ✓ Coordinate and communicate with internal and external partners concerning the Perkins Grant (e.g. fiscal, faculty, institutional research, local workforce board, etc.)
- ✓ Complete all grant compliance activities in a thorough and timely manner (in consultation with others, including fiscal): budget modifications, quarterly reporting, monitoring, etc.
- ✓ Share all pertinent memos, guidance, and resources with the appropriate staff
- ✓ Attend all relevant trainings, professional development, and administrator meetings
- ✓ Thoroughly document grant activities (for monitoring and best practice sharing)
- ✓ Be an advocate for CTE!

PERKINS ADMINISTRATOR COMPETENCIES

KNOWLEDGE	SKILLS
Career and Technical Education	Grant planning, writing, and implementation
Strengthening Career and Technical Education for the 21st Century Act (Perkins V) and the Education Department General Administrative Regulations (EDGAR)	Ability to interpret data to inform decision-making
Local community and labor market	Effective communication with internal and external partners
Imbedding equity into programming	Cultural awareness/responsiveness
Institutional processes	Organization and timeliness
Programs of Study and its relevant components	Long-term planning and goal setting