



JOB TITLE: DIRECTOR, CAREER TECHNICAL EDUCATION (Grant Funded Position)

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	11	Board Approved:	May 22, 2017

BASIC FUNCTION:

Under the supervision of the appropriate dean, the Director of Career Technical Education (CTE) Initiatives will work with Academic Deans and faculty to plan, organize, direct and report out regarding activities related to CTE initiatives and the Strong Workforce Program (SWP) local and regional work plans. These plans are designed to expand and improve career technical education programs by adding new career pathways, providing professional development opportunities for faculty, strengthening curriculum, upgrading equipment and facilities, increasing program offerings, developing and promoting job opportunities, and improving regional cooperation among colleges, universities, K-12 school districts, businesses, adult schools, workforce agencies, and other groups.

This individual will provide ongoing support to ensure maximum efficiency and effectiveness of CTE initiatives and all local and regional SWP projects each year; and will serve as the information source for faculty and staff regarding the Board of Governors Strong Workforce Taskforce recommendations and the Strong Workforce Program objectives for all college constituencies. The individual will direct continuing efforts to bridge the gap between academia and industry.

REPRESENTATIVE DUTIES:

Regularly monitors CTE and SWP funding policies, terms, and conditions.

Keep abreast of institutional planning and assessment efforts as they relate to Career Technical Education (CTE) programs and SWP projects.

Collaborate with program faculty and CTE deans to assess labor market data supplied by Center of Excellence and curated California Community College Chancellor's Office (CCCCO) data sources; prepare plans to address supply gaps for "middle skills" jobs for review by the CTE advisory committee and the appropriate administrators.

Work with faculty and CTE deans to develop complete local and regional plans in collaboration with other CTE categorical fund leads.

Act as a liaison with local and county workforce agencies to facilitate planning efforts.

Assist in establishing and maintaining relationships with employers, developing and promoting employment opportunities for students.

In conjunction with program faculty, facilitate the development and implementation of an effective evaluation and assessment process for each project.

In collaboration with CTE deans, oversee and coordinate program faculty efforts to achieve objectives as stated in each approved local and regional work plan.

Attend department meetings, program advisory meetings, regional advisory meetings, and other relevant meetings in support of CTE Initiatives.

Develop goals, objectives and outcomes of CTE initiatives.

Supervise collation and analysis of data to evaluate progress on achievement of Strong Workforce goals and objectives.

Engage and attend industry meetings and events related to CTE/Workforce initiatives.

Develop and coordinate advisory council consisting of business, industry leaders, Workforce Innovation and Opportunity Act representatives, Workforce Development Board representatives.

Develop and administer budgets.

Monitor compliance for appropriate utilization of local and regional CTE and SWP funds and track encumbrances and expenditures with assistance from Fiscal Services.

Prepare reports on progress toward CTE and SWP plan objectives on a regular basis.

Ensure adherence to all applicable district, Fiscal Agent, and Chancellor's Office requirements; oversee preparation and submission of required quarterly and final reports to the CCCCCO.

Hire, supervise, and evaluate classified staff assigned to serve as support for CTE Initiatives.

As needed, collaborate with regional partners to achieve CTE and SWP Initiatives.

Perform other related duties as required.

JOB QUALIFICATIONS:

Education and Experience:

Minimum Master's degree from a regionally accredited college or university and a minimum of three (3) full-time equivalent years of increasingly responsible administrative experience, preferably in higher education, AND a minimum of two (2) full-time equivalent years of industry experience.

Must be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students, and of persons with disabilities.

Desired Qualifications:

Three years of full-time teaching experience, preferably career ladder, secondary or postsecondary.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

Effective project management strategies.

Budgeting for programs, or an administrative unit.

Use of performance indicators for measurement of project success and overall impact on the college.

Principles and practices of efficient and compliant grant administration.

Basic principles and practices of public agency budget development and administration

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.

Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports.

Modern office practices, methods, and computer equipment and applications related to the work. English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Abilities/Skills:

Recommend and implement goals, objectives, and practices for providing effective and efficient services.

Establish and maintain contacts and partnerships with potential and existing funding sources.

Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.

Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

Establish and maintain a variety of filing, record keeping, and tracking systems.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone, and in writing; communicate effectively both interpersonally and publically

Work collaboratively as part of a team to achieve challenging objectives.

Understand scope of authority in making independent decisions.

Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.