



## **JOB TITLE: DIRECTOR, CAREER PATHWAYS (Grant Funded Position)**

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	11	Board Approved:	October 17, 2011

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### **BASIC FUNCTION:**

Under the general direction of the Dean of Community Advancement, plans, administers, coordinates, supervises, and oversees the multiple grants which create student pathways into the Career Technical Education (CTE) programs of the college. The program initiatives are designed to prepare and support high school students in gaining experience, education and skills which will make them successful in CTE programs. Manages grant budgets and continues to develop sources of funding for the program initiatives. The responsibilities require skills in budget management, course and instructor selection, public relations, marketing and organizational development, supervising and evaluating the performance of consultants, instructors and staff.

### **REPRESENTATIVE DUTIES:**

Plan, develop, and execute strategic goals and objectives to deliver career pathway programs and services.

Develop and maintain relationships with external partners at other colleges, school districts, Workforce Boards, community groups and local, state, and national agencies to identify students and/or develop services which prepare students to enter college CTE programs.

Actively promote and market career pathway programs and services to the community.

Identify and initiate contacts of prospective career pathway partners.

Coordinate and develop marketing themes, promotional publications, and advertising and public relations activities for career pathway programs.

Project staffing needs; provide leadership in the recruitment, selection and evaluations of instructional personnel and subject matter experts.

Oversee and evaluate the delivery of instruction; review and approve course materials and make adjustments as necessary to meet the obligations of career pathway grants.

Supervise and evaluate the performance of professional and subordinate personnel to ensure that program objectives are being met; assure efficient program operations; assign and review work.

Assess program operations and activities in terms of cost-effectiveness and program goals.

Review work methods, products, procedures, and functions to assure efficiency and financial self-sufficiency.

Prepare and administer annual operational program budgets.

Develop and maintain strong, cooperative and effective relationships with Academic Affairs, instructors, counselors, academic deans, and others as required.

Perform public relation duties by representing pathway programs in the community; network and coordinate with other relevant District departments and personnel, local, state, and national economic development and governmental entities, business and industry leaders, etc.

Ensure the proper and timely completion of required reports, manage risk management and health/safety issues.

Interpret and assure compliance with county, state, federal and local laws, rules, regulations and requirements governing contract and community education classes, trainings and programs.

Perform other administrative duties as required.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Must have a Master's degree in a related field and three (3) years progressively responsible experience related to workforce vocational training and/or career technical education; OR Bachelor's degree in a related field and five (5) years experience as described above.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Leading programs related to career technical education

Applying contextualized learning to manufacturing technology or related CTE programs

California Community College Chancellor's Office grant project compliance, performance, and reporting

Program development and evaluation

Program management and leadership

Principles and methods of marketing and project management

Principles of adult learning theory, group dynamics, and human behavior

Course development and implementation

Marketing, promotion and public relations techniques

Budget preparation and control

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

#### Abilities/Skills:

Manage, lead and coordinate the work of others, including training or performance consulting, scheduling and performance evaluation

Utilize oral and written skills to present the pathway programs effectively to the region

Establish and maintain cooperative working relationships with the District and regional college staff and students, industry and community groups

Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community

Work in a fast-changing, entrepreneurial and project based environment

Manage budgets on assigned grants and projects

Hire, train, manage and evaluate staff and consultants/trainers

Plan and organize work

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Seek and identify potential funding sources

Licenses or Other Requirements:

Valid California driver's license.

**WORKING CONDITIONS:**

May be required to drive to off site locations periodically

Move from one work area to another

Hand, wrist and finger dexterity to operate various machines

Some overnight travel may be required

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