Board Approved September 8, 2021
FLSA: EXEMPT

DIRECTOR, SHORT-TERM VOCATIONAL PROGRAMS

DEFINITION

Under administrative direction, plans, organizes, controls, manages, and directs Short-Term Vocational Program operations and activities including instruction, student services, and budget operations to ensure compliance with internal and external regulations as well as meeting the needs of noncredit students. Collaborate with partners to create and implement activities for Short-Term Vocational (STV) Programs including all noncredit Career Technical Education as well as workforce development.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel and provides general direction and supervision over staff.

CLASS CHARACTERISTICS

This director classification oversees, directs, and participates in all activities of noncredit Short-Term Vocational Programs, including planning and development and administration of departmental policies, procedures, and services. This class provides assistance in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include coordinating the activities of the department with those of other divisions and departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines. Successful performance of the work requires knowledge of education policy; College functions and activities; and the ability to develop, oversee, and implement noncredit projects and programs in a variety of areas. This class is distinguished from the Dean, Continuing Education Programs and Services in that the latter oversees the programming and administration of the various programs in the College's School of Continuing Education.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, organizes, manages, and directs the operations and activities of noncredit Short-Term Vocational Programs; verify related activities for compliance with established Career Technical Education (CTE) and Community College standards, requirements, policies, and procedures; establishes and maintains related timelines and priorities; and accountability for timely completion of all activities and processes.
2. Manages noncredit Short-Term Vocational Program performance services, communications, and information between students, personnel, faculty, and administrators; assures proper and timely resolution of program issues, complaints, and conflicts.
3. Provides leadership and support implementation that strives to attain student equity, social justice, diversity, and inclusion.

4. Coordinates Division-wide noncredit student services planning and program development, particularly as related to career and workforce programs.
5. Facilitates, coordinates, and manages noncredit admission, enrollment, and registration; conducts visits to off-site locations to evaluate noncredit instruction and monitor enrollment.
6. Supervises and assigns STV counselors to provide support services in relation to regional and local Strong Workforce Program (SWP), California Adult Education Program (CAEP), Student Equity and Achievement (SEAP) Program.
7. Collaborates with noncredit program faculty and discipline content experts the review and approval process for course syllabi, exams, and SLO submission.
8. Collects data and creates statistical reports for noncredit student achievement, student enrollment, and student success and support services.
9. Oversees and participates in reviewing Student Learning Outcomes (SLO) and assessments; advises faculty and provides feedback and recommendations; develops and updates reports tracking the progress and status of curriculum, SLO, and assessment for all courses and programs within the division.
10. Maintains direct relationships with business, labor, industry, governmental agencies, and community partners including employers, local and state workforce development boards, and County job centers.
11. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
12. Develops, prepares, and monitors budgets, coordinates expenditures, analyzes and reviews budgetary and financial data, and maximizes financial resources; ensures integrity in fiscal matters related to the program control and authorize expenditures related to program activities in accordance with established processes, guidelines, rules, and regulations.
13. Directs the development and implementation of programs, policies, services, and procedures to enhance the educational and economic effectiveness and operational efficiency of Short-Term Vocational Programs and related services.
14. Provides technical information and assistance to the Dean regarding Short-Term Vocational Program services, activities, needs, and issues; assists in the formulation and development of policies, procedures, and programs.
15. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
16. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
17. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
18. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.

19. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
20. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
21. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of noncredit curriculum standards and instructional programs, services, plans, strategies related to School of Continuing Education programs and services.
3. Noncredit curriculum process and Career Development and College Preparation (CDCP) program development, and assessment standards.
4. Data collection and analysis, including achievement data and outcomes as related to the Strong Workforce Program (SWP), workforce development, Workforce Innovation and Opportunity Act (WIOA) I and II, and California Adult Education Programs (CAEP).
5. Student Equity and Achievement Program (SEAP) policies, procedures, and methods of implementation.
6. Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
7. Strategic planning in organization and management practices, assessment, analysis, and evaluation of programs, policies, and administrative needs.
8. Organization and management practices as applied to the development, analysis, and evaluation of Career Technical Education programs and operational needs of the assigned functions.
9. Learning and student success processes, assessment, program outcomes, and application of technology.
10. Principles and practices of employee and faculty supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
11. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Establish and maintain contacts and partnerships with local high school faculty, staff, and College administration.
5. Organize work and build an effective team to meet the needs of the assigned areas.
6. Guide and direct others in goal achievement, specifically student success metrics.
7. Problem solve and resolve conflicts in an educational environment, including with students, staff, faculty, and parents.
8. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
9. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
10. Learn, interpret, and ensure compliance with established standards, laws, codes, rules, regulations, policies, and procedures pertaining to programs under assigned responsibility.
11. Meet change with innovation to promote and meet the College mission.
12. Organize, plan, and develop new concepts to enhance the programs, analyze outcomes, and prepare clear and concise reports and improvements.
13. Effectively represent the department and the College in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
14. 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.
15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Operate modern office equipment including computer equipment and specialized software applications programs.

Education and Experience:

1. Equivalent to a Master's degree from a regionally accredited college or university; and
2. Three (3) full time equivalent years of increasingly responsible administrative experience, preferably in higher education, and
3. Two(2) full time equivalent years of experience working closely with a career education program.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution; OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023