

DIRECTOR, CAREER EDUCATION

DEFINITION

Under the administrative direction, plans, organizes, controls, and provides administrative direction and oversight for all operations, activities, programs, and services of the Career Education, Strong Workforce (SWF) Program local and regional work plans, and the Perkins categorical funding. The Director, Career Education will work with Academic Deans and faculty and provide ongoing support to ensure maximum efficiency and effectiveness of all College Career Education programs, local and regional SWF projects, and Perkins categorical funding each year, and will serve as the resource in support of the Career Education programs at the College.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

Instead of “manages all” how about “coordinates”?

This is a management classification that **manages all activities of Career Education**. The incumbent **organizes and oversees day-to-day activities** and is responsible for providing professional-level support to the College’s Regional Representative in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of federal and state education policy, knowledge of College functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. **This class is distinguished from the College’s Regional Representative** in that the latter has overall responsibility for all functions of an Instructional Division and for developing, implementing, and interpreting public policy.

More important to distinguish from
Division Dean/Associate Deaan.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Manages the coordination of Strong Workforce and Perkins for the College to ensure compliance with state and federal mandates.
2. Oversees and maintains a variety of records, reports, and files related to programs, services personnel, courses, budgets and financial activity, and assures reports are submitted appropriately according to established timelines.
3. Works collaboratively with Career and Technical Education (CTE) Deans to **oversee and coordinate program faculty** efforts to achieve objectives as stated in each approved local and regional Strong Workforce and Perkins work plan.
4. Assists the Mt. SAC Regional Representative for the Regional Consortium to coordinate regional and local projects and programs for Strong Workforce, Perkins, and Career Education.
5. Facilitates the effective exchange of information, to encourage broad based and collaborative planning, and to resolve issues or concerns for Career Education, Strong Workforce, and Perkins.
6. Coordinates with Research and Institutional Effectiveness and other appropriate groups to collect, analyze, recommend, and disseminate institutional qualitative and quantitative data as related to Career Education, to meet Perkins and Strong Workforce requirements, and to measure the progress of funded programs and projects.
7. Assesses labor market data supplied by Center of Excellence, curated California Community College Chancellor’s Office (CCCCO) data, and other relevant sources. Prepares plans to address current and projected supply gaps for “middle skills” jobs for review by the Strong Workforce Advisory

Prefer “coordinates
instructional.” (certainly
does not oversee faculty.)

Committee (SWAC), the Career Education Advisory Committee, the President/CEO, and Chief

Much more needed on Perkins such as advisory committee planning, budget, accountability, communication, web site, etc.

Instructional Officer (CIO).

8. Provides leadership for development, implementation, and assessment of Career Education Programs across divisions, working in collaboration with deans, associate deans, faculty, and staff.
9. Works collaboratively with Marketing and Communications for formulation, strategic development, implementation, and evaluation of the College's marketing and communication for Career Education.
10. Establishes and maintains partnerships in support of Career Education, Strong Workforce, and Perkins activities, coordinating programs and services with outside agencies, businesses, and community organizations as well as other departments across the College community.
11. Monitors compliance for appropriate utilization of Local Strong Workforce, Regional Strong Workforce, and Perkins funds and tracks encumbrances and expenditures, in collaboration with Fiscal Services.
12. 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.
13. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
14. Perform related duties as assigned.

Use "unit" not "department" or "program" which are instructional division structures." Use "staff" rather than "personnel" and "employees" to clarify that faculty are not included.

QUALIFICATIONS

Knowledge of:

1. California Community College Strong Workforce Program, Perkins, and Career Education guidelines and regulations.
2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
3. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
4. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.
5. Use of performance indicators for measurement of project success and overall impact on the college.
6. Principles and practices of efficient and compliant grant administration.
7. Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
8. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
9. Operations of career educational systems, including K-12 and 4-year universities.

10. Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports.
11. Modern office practices, methods, and computer equipment and applications related to the work.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills & Abilities to:

1. Demonstrate independent judgment and initiative; ability to exercise leadership and engage others to advance Career Education, Strong Workforce, and Perkins issues; work both independently and as part of a team; manage multiple projects and meet deadlines.
2. Work cooperatively with administrators, faculty, students and staff across the campus.
3. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
4. 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.
5. Evaluate and develop improvements in operations, procedures, policies, or methods.
6. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
7. Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
8. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
9. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
10. 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.
11. Prepares clear and concise reports, correspondence, policies, procedures, and other written materials.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
14. Maintains current knowledge of state and federal program coding, educational trends, innovations, and practices related to Career Education; recommends modifications necessary in programs, instructional activities, policies and procedures to meet state and federal programmatic and grant requirements. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.. Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to a 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 experience working closely with a Career Technical Education program.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, 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 may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.