

DIRECTOR, COMMUNITY EDUCATION AND CAREER PATHWAYS

DEFINITION:

Under general direction, to plan, implement and supervise the operation of the college's Community Education and Career Pathways programs; to draft and monitor the program budget as approved; to coordinate with campus Career Technical Education (CTE) and noncredit leaders and staff, businesses, organizations, community groups, community leaders and other educational institutions to assess needs, and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory classification with accountability for developing, implementing and marketing the district's Community Education and Career Pathways programs and developing programs that may lead to career pathways in CTE or noncredit.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Develops, organizes and facilitates a range of not-for-credit Community Education courses and/or workshops including those that may be viable to develop for CTE or noncredit; recruits, selects, oversees and evaluates the activities of Community Education and Career Pathways instructors, or other training resources engaged in Community Education and Career Pathway programs.
- Assesses community needs in the area of not-for-credit course programs, cultural activities, distance education, training, and/or off-campus non-credit instruction.
- Oversees, coordinates, and administers the activities of the Community Education and Career Pathways program; interacts with community and business representatives to assess business needs, and develops a range of responsive programs and services.
- Develops and prepares special demographic studies, surveys, statistics, and a variety of other reports to continually assess community needs.
- Plans, develops, and implements a range of marketing strategies, programs, and supporting communication materials to promote the district's Community Education and Career Pathways program, both on a general and on a specific basis.
- Drafts annual and on-going operating budgets for approval of an educational administrator. Prepares and manages bids for services. Monitors and approves expenditures.
- Participates in development, implementation and maintenance of policies, objectives, short-and-long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.

- Work with local high schools to create CTE and noncredit pathways and strengthen partnerships including dual enrollment opportunities.
- Collaborate with external partners, including adult schools, community agencies, non profit organizations, employers, businesses, industry associations, and others.
- Create and process special project agreements and other contracts and agreements with faculty, partners, and vendors according to District guidelines and rules.
- Track, collect and monitor student data and outcomes, including student enrollment, progress and completion.
- Research and analyze regional adult education needs, industry needs, labor market information, and economic and workforce development trends.
- Oversees the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Represents the district at various community and/or business meetings; promotes existing and new Community Education and Career Pathways programs and/or policies.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of general business management including finance, operations, marketing, and related areas.
- Demographic characteristics and associated cultural and language issues of the community served.
- Principles and practices of budgeting development and management, fiscal administration, and grant preparation and administration.
- Principles and practices of contract training for business and industry, as well as community training.
- Principles and practices of supervision including work planning, direction, and personnel practices.

Skill in:

- Establishing and maintaining effective working relationships with those contacted in the course of the work including a variety of individuals, agencies, and the private sector.
- Reading, interpreting and applying rules, regulations and policies.
- Planning, organizing, scheduling, assigning and reviewing the work of others.
- Selecting, training, instructing, appraising, counseling and motivating assigned staff.

- Maintaining records and preparing effective reports and correspondence pertaining to the work of the programs.
- Effective oral communications.
- Preparing and monitoring budgets, and establishing and monitoring service and consulting contracts.
- Exercising sound independent judgment within general policy guidelines

Other Requirements:

Possess and maintain a valid California driver's license and have a satisfactory driving record; able to travel within assigned service area; able to attend meetings outside of regular work hours. As an exempt employee, the incumbent may be asked to work variable schedules.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A bachelor's degree in business administration or management, marketing, recreation or a related field, and three years of professional experience that is directly related to the duties and responsibilities specified which has included program management, development, marketing, funding and implementation

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Motor skills sufficient to operate keyboards and standard office equipment and to manipulate papers and supplies; mobility to operate a vehicle and visit client sites; vision to read computer screens and printed materials; speech and hearing for communication in person and by telephone. This work is performed in office and field settings.