

TITLE	CLASSIFICATION	SALARY RANGE
Director, Workforce Programs and Career & Technical Education Grants	Management Team Classified Administrator Categorically Funded	22

SCOPE OF POSITION:

Under the general direction of the Dean III, Career & Technical Education and Economic Development, provides administrative leadership and supervision for all activities related to the planning, development and implementation of the Strong Workforce Programs (SWP) and other Career and Technical Education (CTE) grants, special projects, and initiatives. The Director functions as the primary contact with all CTE related departments, programs, faculty and staff in regard to grant project implementation, administration and management. Trains, supervises and evaluates the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Administer and manage the Strong Workforce Program funding in accordance with District and State policies, procedures, and regulations; plan, report, and evaluate performance-based outcomes tied to State funding.
2. Develop a CTE instructional pathways plan with District-wide input; identify equity-based best practices to establish key milestones and metrics refined by data-driven evidence; support the development of certificate and degree programs which align with institutional planning.
3. Identify, secure, and oversee strategic grants to support career and technical education instructional pathways, including the development and implementation of activities, processes, and procedures that integrate multiple agency requirements.
4. Collaborate with District and community agencies to coordinate and implement special grants that may include interdisciplinary instructional models, pro-active student support, and equity-focused integrated instruction and student services.
5. Work with District and external agencies to foster community relationships and guide opportunities with community-based organizations, area high schools, business and industry, and the public sector to promote career and technical education instructional offerings, especially for first generation, historically under-represented students.
6. Support faculty and staff in the development and/or assessment of student, program, and institutional learning outcomes; facilitate professional development opportunities and/or requests regarding CTE programs, evidence-based research, and innovations in educational approaches.
7. Participate and connect with local, regional and Statewide workforce partners.
8. Work with the Dean III, Career & Technical Education and Economic Development, cluster deans, department chairs, program coordinators and faculty to implement cohesive and integrated instructional pathways with indicators and evaluation measures that meet the District's equity definition of student success.
9. Direct collaboration with faculty and staff across the District to link the Educational Master Plan, and other key plans of the District including: Student Success and Equity, Basic Skills, Adult Education, Career Pathway Trust, program planning and review process, and other CTE related grants and projects.
10. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

KEY DUTIES AND RESPONSIBILITIES – Continued

11. Provide technical expertise, information and assistance to the Dean regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
12. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities.
13. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.

KNOWLEDGE OF:

1. Career and Technical Education regulations and practices to prepare diverse students for college and career entry/advancement.
2. Community College grants including development of work plans; collaboration with funders; monitoring, compliance, and reporting.
3. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.
4. Grant proposals, contracts and subcontracts.
5. Interpreting and enforcing labor union contracts.
6. Outreach and promotional techniques.
7. Community workforce needs and employment and training resources.
8. Budget preparation and resource allocation.

ABILITY TO:

1. Oversee, plan, organize and implement complex work projects.
2. Demonstrated ability to work under pressure with tight timelines, and make sound decisions in a timely manner.
3. Effectively train, supervise and evaluate assigned staff.
4. Demonstrate sensitivity to, and respect for, a diverse population.
5. Facilitate meetings and design collaborative participatory governance events.
6. Demonstrate ability in identifying problems and to take initiative in carrying through the required actions to completion.
7. Communicate complex facts and ideas both in writing and orally.
8. Interpret, apply and explain rules, regulations, policies and procedures.
9. Establish and maintain cooperative and effective working relationships with others.
10. Analyze situations accurately and adopt an effective course of action.
11. Work effectively with faculty, staff, department chairs, program coordinators, and Chancellor's Office staff.
12. Manage staff and contractors on a variety of tasks related to grant-funded projects.
13. Direct the maintenance of a variety of reports, records and files related to assigned activities.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree.

EXPERIENCE:

Increasingly responsible experience in grant writing, planning, preparation, administration, management and reporting within post-secondary education (i.e., Perkins, CCPT, CTE Enhancement, AEBG, SB 1070, NSF, and/or DOE grant funding).