

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **PROJECT DIRECTOR, CAREER TECHNICAL EDUCATION**

#### **THE POSITION**

Under the direction of the Dean, Applied Science and Business, provide college-wide leadership in managing Strong Workforce Program initiatives; act as College liaison to state and regional workforce development agencies; and act as liaison to the community and other organizations involved with workforce development and related programs.

#### **REPRESENTATIVE DUTIES**

1. Coordinate the development of college wide local and regional Strong Workforce program initiatives, including analysis of Labor Market gaps and Outcome Metric projections.
2. Manage local and regional Strong Workforce initiatives and CTE Projects, including budget, objectives and Outcome Metric achievements; leverage industry and market data to connect students completing CTE programs to jobs and careers.
3. Serve as the program liaison and coordinate outreach efforts with required partners, business and industry partners, Workforce Investment Boards (WIB), participating community colleges, local secondary schools and ROP, and civic organizations.
4. Coordinate with the Partnership and Community Education (PaCE) program to identify contract education opportunities to strengthen Career Technical Education and prepare students for the workforce.
5. Research, collect, compile, tabulate and/or analyze data and materials, preparing computerized spreadsheets, reports and manuals pertinent to Strong Workforce and CTE Projects.
6. Leverage available regional resources to improve the success of local workforce investment areas.
7. Prepare and submit regular reports for both local and regional Strong Workforce projects.
8. Develop plans for integrating current and proposed CTE initiatives to promote achievement of Outcome Metrics.
9. Develop policies, procedures, record keeping requirements that ensure compliance with all grant guidelines, Federal and state regulations, and COD policies and procedures.
10. Evaluate and manage budget transactions for compliance with the terms and conditions of the grants and in consultation with the Dean, seek approval for the necessary modification to the work plan and grant objectives from federal and state agencies.
11. Coordinate faculty training in the CTE Data Unlocked Launchboard.
12. Coordinate campus wide awareness of Strong Workforce goals.
13. Coordinate and manage the delivery and operation of seminars, training events, testing services and scheduled activities of the grants and contracts.
14. Support District planning and outcome assessment efforts, including the Educational Master Plan and learning outcomes
15. Serve on various college and district committees as assigned.
16. May be responsible for the selection, supervision, development, and evaluation of support staff assigned to the area.
17. Perform other work related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

1. California Career Technical Education and Doing What Matters/Strong Workforce initiatives.
2. California Education Code.
3. State and federal grant audit procedures.
4. California community colleges.
5. District policies and procedures.
6. The mission and student population of California community colleges and the Coachella Valley.
7. Student development.
8. Methods of research and assessment.
9. Methods and practices of fund raising
10. Resources and services that can benefit students from traditionally disadvantaged backgrounds
11. Current practices in faculty and staff professional development

Ability to:

1. Plan, organize, supervise, and meet time lines.
2. Edit and prepare articles for publication.
3. Communicate effectively both orally and in writing.
4. Establish and maintain cooperative and effective working relationships.
5. Meet the public with courtesy and tact.
6. Interact with staff and students in planning and conducting public relations activities.
7. Manage major projects breaking them down into task definitions, task assignments, task completion measures and task follow up.
8. Create and maintain project budgets from overall financial plans through the use of computer based spreadsheets.
9. Work closely and cooperatively with all regional and campus constituents including faculty, staff, administration, students, community members, media representatives.
10. Use interpersonal skills including tact, patience, and diplomacy.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited institution and three (3) years experience in career technical education or institutional research or the equivalent.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and employees.

**DESIREABLE QUALIFICATIONS**

Three (3) years of related workforce management experience.  
Master's degree in a related Discipline.  
California Community College Experience.

Familiarity with and understanding of the economic, political and cultural dynamics shaping the Inland Empire/Desert region.

The ideal candidate will be an experienced professional with a passion for the job, able to employ unique and culturally-competent marketing techniques and able to drive creativity and enthusiasm in others.

The ideal candidate should also have the ability to initiate and maintain solid external and internal partner relationships, and have familiarity and understanding of the economic, political, and cultural dynamics shaping the Coachella Valley and the Inland Empire Region.

**WORKING CONDITIONS**

Office environment with frequent interruptions. Travel within the region and both in and outside of the state will be required. Requires some evening and weekend responsibility.

**EMPLOYMENT STATUS**

Categorically Funded Classified Administrator  
Leadership Salary Schedule Row VII

Approved: October 20, 2017