

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **TECH PREP SPECIALIST**

#### **BASIC FUNCTION**

Under the direction of the Dean of Applied Science and Business, promote and support relationships between secondary and postsecondary professional-technical education programs; improve academic integration; facilitate the transition to baccalaureate degree programs or employment; and assist in developing local and statewide articulation agreements.

#### **REPRESENTATIVE DUTIES**

1. Assist in the planning, development, coordination, and implementation of projects and activities to achieve the goals and objectives of the District's Tech Prep program. *E*
2. Ensure appropriate business and education representation within the Regional Consortium and Advisory Committees, maintain by-laws, develop plans, facilitate meetings, communicate state and federal requirements, and record and maintain minutes of Advisory Group meetings. Assist in the development of the annual plan of work. *E*
3. Assist in preparing annual application and reports for both Tech Prep and Perkins grant, as well as grant applications. Research and assist in applying for additional funds/grants to provide additional opportunities for students. *E*
4. Attend Regional meetings and conferences. Make travel arrangements for all District employees attending conferences and prepare travel reports. *E*
5. Monitor budget; establish annual budget with Advisory Committee, based on required activities; complete monthly reimbursement requests and Perkins grant reimbursements from school districts; confirm expenditures are within approved budget; and perform purchasing and prepare requisitions following District procedures. *E*
6. Maintain student database; communicate with students; and communicate and coordinate information with Office of Institutional Research and Registrar's Office. *E*
7. Assist in gathering data and prepare reports, including, but not limited to enrollment reports, travel/expense reports, Executive Committee activity reports, monthly reimbursement requests, Program Review, Perkins grant reports and Advisory Group Reports. *E*
8. Facilitate communications and meetings between secondary and post secondary faculty to discuss and identify common skills taught, curriculum alignment, and articulation. *E*
9. Assist with dissemination of career clusters, pathways and exploration activities for students. *E*
10. Assist in planning and coordinating professional development activities, information and materials for instructors and counselors. *E*
11. Participate in high school and college Professional Technical planning activities and research opportunities. *E*
12. Research and assist with the development of articulation agreements with local high schools, adult schools, industry specific programs, and ROP programs. In consultation with the Dean, update existing agreements annually and monitor that standards are met. Maintain competency listings. Act as a liaison for all interested parties to ensure communication. Assist in planning and facilitating annual articulation meetings. *E*
13. Assist in planning, coordinating and participating in activities that familiarize students and business community members with the College and its Professional-Technical programs. Communicate with high school students, parents, faculty, counselors, and District personnel to provide information and answer questions regarding all aspects of Tech Prep. *E*
14. Assist in developing and coordinating marketing plans and efforts in coordination with the Office of Public Relations. Maintain Tech Prep college website and solicit feedback on content. *E*
15. Develop and maintain effective working relationships with high school and college staff, business owners, and state officials to foster enhancement of the program. *E*

16. Maintain a positive, helpful, constructive attitude, and work relationship with supervisor, college staff, students, and the community. *E*
17. Performs related duties as required.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Mission, goals, and objectives of the college and its programs; district policies and procedures regarding Tech Prep, articulation and applicable grants; public speaking and presentation techniques; applicable district, state and federal laws and regulations; confidentiality rules and procedures, especially with regard to FERPA; data collection and basic research principles and practices; record keeping and reporting techniques; telephone techniques and professional etiquette; diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; modern office practices, procedures, and equipment including computers and applicable software applications such as word processing, web design, spreadsheets, e-mail, presentations, and databases; interpersonal skills using tact, patience, and courtesy; correct English usage, grammar, spelling, punctuation, and vocabulary.

**Ability to:** Perform a wide variety of specialized duties related to the planning, developing and coordination of the Tech Prep and related program services; develop and establish effective relationships and partnerships with high schools and community businesses, as well as students, staff, faculty, and the general public; understand, interpret, and follow District, State and Federal laws, regulations, policies and procedures; respond to requests and inquiries from students, staff, or the general public; effectively present information and respond to questions in one-on-one situations and in group situations involving managers, clients, and customers; develop and maintain appropriate marketing materials; maintain current knowledge of related fields; compile and analyze data related to assigned functions and prepare related reports; maintain filing and record-keeping systems; plan and organize work to meet schedules and changing deadlines; operate a variety of office machines and equipment such as computers, typewriters, calculators, copiers and fax machine and related software such as word processing, spreadsheets, e-mail, web design, presentations, and database applications; work under pressure with frequent interruptions and a high degree of public contact by phone or in person; work independently and effectively in the absence of supervision; exhibit sensitivity and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations in the community; communicate clearly and concisely, both orally and in writing in English; bend at the waist, kneel or crouch to file materials; sit or stand for extended period of time; lift 25 pounds.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to a Associate's Degree in Business or related field and three (3) years of increasingly responsible work experience including the marketing and coordinating of programs in an educational or business setting. A Bachelor's Degree and previous experience developing collaborations and partnerships between educational institutions and business organizations are preferred.

### **WORKING CONDITIONS**

**Environment:** Office environment; off-campus activities with high schools and community; travel to local and regional sites.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier to drive District or personal vehicle to various locations.

### **EMPLOYMENT STATUS**

Bargaining Unit Position

***E***: Essential Functions

Range 15