

DIRECTOR OF CAREER PROGRAM PLANNING – COLUMBIA COLLEGE**DEFINITION**

Under the general direction of the Dean of CTE, the Director of Career Program Planning will lead planning, implementation, and accountability activities funded by categorical programs advancing innovation, employer engagement, and community responsiveness of Career Technical Education, Workforce, and Adult Education programs. The Director will oversee developing, coordinating, and implementing programs that promote student success, workforce development, and community engagement. Typical program oversight includes, but is not limited to, Sierra K-16 Collaborative, Strong Workforce Program, Carl D. Perkins V, and California Adult Education Program.

The responsibilities of the position include implementing work plan objectives; collaborating with college, district, community, industry, and educational partners to develop and support instructional programs; planning, developing, and implementing policies, regulations, guidelines, and procedures pertaining to the college workforce training programs and projects; administering budgetary and expenditure processes, ensuring compliance with grant requirements and reporting; guiding the functions and activities of the project and strategic plans; and performing other related functions as directed.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Columbia College Dean of Career and Technical Education or his/her designee.

Provides direct administration of college staff in delivering programs such as Sierra K-16 Collaboratives Program, Strong Workforce Program, Carl D. Perkins V, and California Adult Education Program.

DESIRABLE QUALIFICATIONS

- Completion of an earned Masters or higher degree from an accredited college or university in educational administration, business administration, curriculum and instruction supervision, career education, economics, public administration or closely related field.
- Experience in the management of industry-skilled training programs, business or corporate training services, and/or career technical education.
- Knowledge of principles, techniques, strategies, goals and objectives of public education; methods, techniques, procedures, and strategies concerning assessment and evaluation of workforce education and training programs.
- Knowledge of legal mandates, policies, regulations, and operational procedures pertaining to the Federal and State projects and programs concerning adult education, career technical education and workforce development; State, Federal, and Local community groups and agencies that provide operational assistance and guidance to special project programs and activities.

ESSENTIAL DUTIES

- Coordinate grant development activities.
- Plan, organize, and coordinate workshops, in-service programs, and other education; plan and process activities related to workforce education and training programs.

- Confer with and advise management, corporate partners, and project personnel concerning project requirements, implementation strategies, and other related activities related to contract education and workforce training.
- Provides technical assistance to community colleges, including selecting the regional priority sectors and regional strategic planning to address regional employer needs.
- Prepares financial and narrative reports, grant proposals, and grant renewal documents and maintains accountability.
- Fosters positive public, regional, and intercollegiate relations.
- Participate in various committee and staff meetings in support of workforce development programs and activities; participate in other related committee assignments as required, both on and off campus.
- Confer with and aid personnel in the resolution of unusual and unforeseen problems, issues and concerns.
- Monitor, review, direct, and provide evaluation detail concerning the performance of projects, instructional and non-instructional personnel.
- Maintain operational, financial and related records to ensure compliance with County, State, Federal, or private sector guidelines for the requirements of contract and grant funded projects.
- Prepare a variety of management and program evaluation reports.
- Plan, organize, coordinate and conduct quality and program compliance reviews.
- Work with deans, directors, faculty, staff and students from other departments within the College to identify funding sources for new projects in support of the college's mission and strategic plan.
- Ensure Sierra K-16 Collaborative, Strong Workforce, Carl D. Perkins V and California Adult Education plans and projects support institutional priorities.
- Cultivate and sustain partnerships with educational institutions, government entities, non-profits, civic organizations, philanthropic foundations, business associations, and councils.
- Analyze student success trends and statistical data to devise new initiatives, plans, and competitive grant proposals.
- Supervise and direct staff to carry out the Sierra K-16 Collaborative, Strong Workforce Program, Carl D. Perkins V and California Adult Education Program related activities.
- Perform other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require evening and weekend events and activities

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, organization, structure, strategies, and goals of public higher education.
- Legal mandates, policies, regulations, and operational procedures pertaining to the Federal and State projects and programs concerning local funding sources.
- Principles and practices of business management, supervision, human resource practices and strategies, conflict resolution strategies, and team building principles and techniques.
- General accounting, fiscal reporting and budgeting practices and procedures.
- Procedures to monitor income and expenditures within an approved annual budget.
- Principles and practices of business management and strategic planning development processes.

- Principles, techniques and guidelines relative to grants, grant writing, contract administration, and subcontracting processes.
- State and Federal rules, regulations, laws and statutes relating to grants.
- Campus communication and building effective networks with faculty, staff and administrators.
- Resources for identifying grant funds, as well as existing grant sources.
- Effective grant management, including generally accepted accounting principles and terminology, and auditing principles and practice related thereto.
- District organization and the applicable policies and procedures related thereto.
- Modern office practice trends and procedures, standard office equipment and modern data management, storage, and retrieval systems.
- Knowledge of and ability to appraise the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students.
- Principles of equity, diversity, inclusion, and accessibility and methods to close equity gaps in career and adult education programs.

Ability to:

- Lead the planning and development of Sierra K-16 Collaborative, Strong Workforce, Carl Perkins, California Adult Education and similar programs.
- Collaborate with college leadership to align program goals with institutional priorities
- Monitor and evaluate program effectiveness and make data-driven decisions for continuous improvement.
- Exhibit strong, motivational leadership for Sierra K-16 Collaborative, Strong Workforce, Carl D. Perkins V, California Adult Education and related programs with college personnel, regional institutions, and community partners.
- Provide specialized resource support and coordinate creative and innovative career and vocational education curriculum and instructional programs.
- Analyze and assess program needs and offer recommendations for program activity revisions, additions, or deletions; coordinate and participate in reviewing and evaluating workforce educational and training programs and projects.
- Manage and communicate a transparent college wide process that encourages faculty, staff and administrator engagement and investment that enhance career technical education and adult education.
- Build and maintain strong partnerships with local employers, industry associations, and workforce development agencies.
- Foster relationships with K-12 schools and community-based organizations to promote adult education.
- Ensure compliance with state and federal regulations related to Sierra K-16 Collaborative, Strong Workforce, Carl D. Perkins V, California Adult Education, and related programs.
- Promote the college's commitment to innovative and responsive career technical education, workforce development and adult education.
- Provide professional development opportunities to enhance administrator, faculty, staff skills and knowledge.
- Communicate needs and collaborate with the Office of Institutional Effectiveness Office in monitoring student outcomes and using data to enhance program effectiveness.
- Represent Columbia College and its programs at community events and forums.
- Serve as a resource to project instruction, support, and management personnel; establish and maintain effective organizational, community, and public relationships.
- Write, develop, and deliver effective presentations.

- Rely on collaboration and teamwork to meet objectives.
- Make timely decisions, anticipate problems, identify areas of opportunity, and provide creative, logical, and efficient solutions.
- Analyze successes and failures to improve strategies and share results with leadership.
- Be amiable and at ease in displaying hospitality.
- Build effective relationships with individuals and organizations.
- Demonstrate unquestioned integrity, high energy, and a thorough knowledge of assigned areas of oversight.
- Communicate effectively, both in writing and orally.
- Establish good community relations.

Licenses and Certificates:

Possession of a valid California Motor Vehicle Operator's License

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

EDUCATION AND EXPERIENCE

Any combination of education, experience and/or training that would likely provide the above required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Education: Completion of an earned Bachelors or higher degree from an accredited college or university in educational administration, business administration, curriculum and instruction supervision, career education, economics, public administration or a closely related field. And,

Experience: 3 years of experience supporting college categorical initiatives linked to CTE and Adult Education. A working knowledge of the use of technology to support education and administrative appropriate practices within an educational setting.

Class Adopted:

Class Amended: **XX-XX-XX**