

DIRECTOR OF AGRICULTURAL EDUCATION
(Deputy Sector Navigator – Agriculture, Water & Environmental Technology)

DEFINITION

Under general administrative direction plans, organizes, directs and manages state-wide curriculum, professional development and grants designed to assist regional and statewide Agricultural Education programs at the secondary and post-secondary levels throughout California and performs other duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Dean of Agriculture and Environmental Sciences

Provides supervision to contract consultants.

EXAMPLES OF DUTIES

- Supervise and evaluate all grant work-plan activities leading to the accomplishment of program goals and objectives.
- Supervise and evaluate program personnel in the performance of their assigned duties.
- Provide in-service training, as needed, to insure that program staff will be able to successfully implement their assigned duties as related to the accomplishment of the grant objectives.
- Supervise and manage program budget expenditures to ensure efficient utilization of program resources in the accomplishment of the grant objectives.
- Make presentations to classes, student organizations, business and service groups, and professional conferences.
- Prepare all reports, evaluations, proposals, and other documents necessary for the continued funding and successful operations of the program.
- Work with the project advisory committee, project monitor, secondary and post-secondary education committees and other project personnel to develop and implement staff development and grant goals and objectives.
- Coordinate public awareness activities that promote the program within the region and state.
- Perform other related duties as assigned.
- Act as sector expert staying current with industry workforce development needs, trends, and funding opportunities in order to provide expert guidance to the Chancellor's Office, regional consortia and regional sector-specific centers.
- Develop and offer professional development activities as related to the sector.

TYPICAL WORKING CONDITIONS

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

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, laws, and regulations relevant to the administration of instructional programs within a California Community College setting.
- Codes and regulations affecting instruction and instructional programs within the technical education field
- Principles, practices, and techniques of budgeting.
- Methods and strategies of grant writing and of grant administration.
- Computer technology relevant to assigned work duties

Ability to:

- Work effectively with students, college staff, business and community organizations, four year institutions, and K-12 educators.
- Facilitate groups to promote collaboration and productive results.
- Learn, use and implement new technologies as tools for learning, teaching and administering assigned programs.
- Communicate effectively, both orally and in writing, with diverse constituencies, both in and out of the District;
- Exhibit strong interpersonal communication skills;
- Exercise sound judgment in the performance of duties;
- Ability to create and maintain documents and use computers and standard office software.
- Build consensus, develop constructive relationships with diversified industry partners, and the general community.
- Manage time effectively, set priorities and establish goals and objectives.

Licenses and Certificates:

Possession of a valid California driver's license

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, and reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- Light to moderate physical effort - persons performing service in this position classification will exert 10 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- **Lifting:** occasional lifting of 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:** Equivalent to possession of Master's degree in Agricultural Education or related field.
- **Experience:** Up to two years increasingly responsible experience working in Agricultural Education or a related educational environment.

Class Adopted: 03/01/09

Class Amended: 07/27/15