

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

| | | | |
|---|--|----------------|---------------------|
| Job Title: | Director, Career Technical Education (CTE) | Range: 16 (CL) | Management Schedule |
| Date Revised: | | Date Approved: | May 11, 2021 |
| THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO SIX-MONTH PROBATIONARY PERIOD | | | |

PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position is responsible for performing a variety of administrative and management duties related to the functions and activities of college Career Technical Education programs.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

| | |
|-----|---|
| 1. | Provide leadership in the administration of CTE programs, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements. |
| 2. | Design, execute and manage recruitment, marketing, and outreach strategies to promote CTE programs, and communicate career pathway programs and services to both internal and external stakeholders. |
| 3. | Promote and facilitate the growth, development, marketing, and administration of campus-wide CTE programs, including the development of advertising, promotional materials, and publications; conduct presentations; respond to constituents in a timely manner. |
| 4. | Design, develop, and implement program plans, goals, and objectives, including staffing, facilities, curriculum and educational philosophy; assure consistency of plans with other colleges and District plans. |
| 5. | Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities. |
| 6. | Direct the preparation and maintenance of detailed and comprehensive records, reports and files related to program employees, facilities, and activities; ensure the collection, recording and reporting of required student and program data. |
| 7. | Design, plan, and conduct outreach activities and serve as a liaison with local high schools, business/industry, chambers of commerce, and community agencies to promote CTE program enrollment and effectiveness. |
| 8. | Establish and maintain working partnerships with regional trade associations, workforce development agencies, and business/industry to identify emerging skills and hiring trends in CTE programs; work collaboratively with CTE programs and faculty to develop partnerships and a nexus with business/industry, and community-based organizations in the procurement of internship opportunities. |
| 9. | Establish and maintain effective communication with District and college administrators, faculty, and staff, to communicate and disseminate CTE information and coordinate program activities. |
| 10. | Direct and facilitate coordination and alignment of CTE and workforce development programs with local partners, adult education programs, district staff, and other colleges in order to enhance educational and career opportunities for students. |
| 11. | Train, supervise, evaluate, and direct the work of employees as assigned; participate in selection and hiring processes. |
| 12. | Collaborate with CTE faculty and deans to assess labor market data. |
| 13. | Establish and maintain strong, cooperative, and effective relationships with Student Services, faculty, counselors, academic deans, and other staff as required. |

| |
|--|
| <p>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p> |
|--|

| | |
|-----|---|
| 14. | Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel. |
| 15. | Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. |
| 16. | Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations. |
| 17. | Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students. |
| 18. | Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment. |
| 19. | Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity-minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees. |
| 20. | Perform related duties as assigned. |

OTHER FUNCTIONS

In addition to the essential functions, the Director, Career Technical Education may participate in the development and administration of supplemental grants related to assigned programs.

WORKING RELATIONSHIPS

The Director, Career Technical Education maintains frequent contact with college and District administrators, faculty, staff and external agencies and institutions.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree from a regionally accredited institution.

Minimum three (3) years of formal training, internship or leadership experience reasonably related to the assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Master's degree in education or a vocational field.

Management experience in postsecondary education.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Experience in developing, implementing, and managing Career Technical Education programs, or any educational program development and administration in postsecondary education.

Experience with Career Technical Education programs.

Experience working with K-12 administrators, faculty, staff, and students.

Demonstrated experience managing CTE or workforce development grants or projects and monitoring grant outcomes.

Experience in marketing, public relations and outreach.

Demonstrated successful experience linking CTE programs and services to workforce development needs of business and industry.

Demonstrated successful experience using data, surveys, and student/community input to develop new and existing curriculum.

Demonstrated successful experience acquiring program or institutional resources and facilitating partnership between local and regional business and industry groups and the campus community.

Effective writing, oral and research skills with experience in leading presentations and workshops.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity-minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of California education code and requirements, including Title 5

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Knowledge of a shared governance model

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing with internal and external diverse constituencies

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; operation of a computer keyboard; travel to various locations; sitting or standing for extended periods of time (up to 3-4 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ,repetitive use of upper extremities, fine finger manipulations, including hand coordination ability to lift, carry, push, pull, and/or move objects weighing up to twenty-five (25) pounds.
