



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Director, NOCE TAP (Community College Technical Assistance Provider)	Salary Range:	25
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the general direction of an administrator or manager, the Director of NOCE Community College Technical Assistance Provider (CC TAP) provides leadership and strategic oversight for the operations of the Community College Technical Assistance Provider. The Director supports the Chancellor's Office Workforce and Economic Development Division's research agenda and the goals and activities related to Vision 2030 and future initiatives, as appropriate.

The Director, NOCE CC TAP ensures effective collaboration with the California Community College Chancellor's Office and other statewide stakeholders to support the Adult Education Program consortia across California.

DISTINGUISHING CHARACTERISTICS

The Director, CC TAP is distinguished from other management classifications by its specialized focus on coordinating statewide technical assistance efforts and partnerships. The Director requires a balance of strategic leadership, compliance management, and operational oversight to deliver support for all 71 California Adult Education Program consortia and to the colleges within the California Community College system.

The Director, NOCE CC TAP is unique in its responsibility for serving as a statewide liaison, managing vendor agreements, ensuring compliance with California Community College Chancellor's Office reporting requirements, and directing technical assistance delivery. The Director, CC TAP demonstrates expertise in managing large-scale educational initiatives, administering budgets and contracts, overseeing staff, and aligning program activities with institutional equity, diversity, and inclusion goals.

ESSENTIAL FUNCTIONS

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

Leadership and Strategic Direction

1. Provides vision and leadership in administering CC TAP strategies and projects.
2. Develops goals, objectives, and staffing plans to meet program requirements and statewide needs.
3. Ensures compliance with CC TAP vendor agreement obligations and District/NOCE strategic priorities.

Collaboration and Stakeholder Engagement

4. Serves as liaison to the California Community College Chancellor's Office, other technical assistance providers, and statewide vendors.



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5. Facilitates statewide communication and coordination to align efforts and leverage resources.
6. Represents CC TAP in statewide meetings, events, and collaborative projects.

Program and Project Management

7. Directs delivery of technical assistance services, including webinars, trainings, and one-on-one support for consortia.
8. Manages statewide vendor agreements, contracts, and logistics for CC TAP initiatives and large, statewide conferences and convenings/events.
9. Maintains up-to-date knowledge of instructional theories, practices, and emerging technologies to inform program delivery.

Budget, Compliance, and Reporting

10. Prepares, monitors, and controls budgets for assigned projects.
11. Oversees compliance with vendor agreement reporting, including monthly activity reports, invoicing, and time/effort tracking.
12. Directs preparation of detailed records, files, and reports to meet District and state requirements.

Personnel Management and Reporting

13. Recruits, hires, trains, supervises, evaluates, and provides work direction to assigned staff.
14. Provides leadership and promotes professional development opportunities to ensure effective team performance and professional growth.
15. Supports development of competent management practices.

Technology and Process Improvement

16. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

17. Leads efforts to integrate access and belonging into CC TAP operations and programs.
18. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

19. Participates in the development and administration of supplemental grants to CC TAP.
20. Serves on and participates in District, college, or statewide committees, as assigned.
21. Performs other duties that support the overall objective of the position.



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WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in Education, Leadership, Educational Administration, or related discipline; **AND**
- Three (3) years of formal training, internship, or leadership experience reasonably related to the assignment; or work experience directly related to the position.
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- 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 from a regionally accredited institution in Education, Leadership, Educational Administration, or related discipline.
- Experience working in post-secondary education, preferably within the California Community College system.
- Experience with educational program development, scaling, and administration.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of and familiarity with the California Education Code, Title 5, and other applicable laws and regulations related to the area of assignment.
- Knowledge of a shared governance model.
- Knowledge of collective bargaining agreements.
- Knowledge of research project policies, procedures, and best practices, including data collection and analysis.
- Knowledge of budget preparation and maintenance.
- Knowledge and understanding of student services operations, including student advising, retention strategies, and support services.



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- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- Knowledge of federal and state legislation and Chancellor's office policy governing 508 accessibility compliance and universal design.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Program administration.
- Accreditation reporting and compliance.
- Strategic planning and leadership skills.
- Advanced level of critical thinking, problem-solving, and analytical skills.
- Budget management and grant administration.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence public speaking remarks, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to interpret and apply complex policies, regulations, and collective bargaining agreements.
- Ability to manage complex budgets and instructional resources effectively.
- Ability to plan, organize, and evaluate complex programs and services.
- Ability to conduct research projects, evaluate alternatives, and make sound recommendations.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to supervise, train, and evaluate assigned management, faculty, and staff.
- Ability to communicate effectively, both verbally and in writing.
- Ability to learn and adapt to new software, systems, and processes as required.



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- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a 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.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college



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faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.