

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**EXECUTIVE DIRECTOR, CPL MAP INITIATIVE**

**BASIC FUNCTION**

Provides professional development to administrators, faculty, and staff at Mapping Articulated Pathways (MAP) colleges and universities to support the scaled implementation of the MAP Initiative and the MAP platform state and regionwide; advocates for improvements in credit for prior learning (CPL) policy, funding, transfer, and collaboration between state, federal, higher education, and private organizations; provides functional supervision to the MAP team and develops and maintains organizational relationships with local and national partners, focusing on faculty development, approval and adoption of articulations, military and civilian higher education pathways and partnerships, creation of uniform credit recommendations, integration of C-ID, and facilitation of Common Course Numbering in the platform. The role is a thought leader in the field who advocates for improvements in CPL policy, funding, transfer, and collaboration between state, federal, higher education, and private organizations.

**SUPERVISION RECEIVED AND EXERCISED**

Supervises assigned District personnel; serves as state-wide MAP Initiative representative for district, local, and state-assigned staff, partners, and agencies.

**CLASS CHARACTERISTICS**

This classification is responsible for providing administrative management of MAP professional development, organizational relationships at the local, state, regional, and federal levels, and utilizes operational knowledge of the MAP Initiative to advocate and collaborate on CPL policy integration and improvements/expansions. The incumbent leads, manages, and collaborates with both direct and indirect reports on highly complex MAP goals and objectives in conjunction with the Chief Ambassador.

**EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Provides functional supervision of all MAP initiative operations, leads internal and external partnerships and convenings, aids in administering and reporting planning and budgeting, and provides expert guidance to Chief Ambassador and MAP team to ensure alignment with Vision 2030 and the stated goals of the MAP Initiative.
2. Advises on and reviews grants and other funding/partnership opportunities for the continued development and support of CPL goals in the state.
3. Provides direction and facilitation of the work of various MAP projects such as the Statewide Faculty Recommendation Adoptions Sprint, the Veterans Sprint and others.
4. Seeks and maintains collaborative opportunities to increase both the adoption of CPL pathways and industry alignment with existing and emerging community college and university curriculum credit in the state.
5. Partners and represents the MAP Initiative in state, federal, and private agency discussions and planning for credit for prior learning.
6. Oversees college outreach and support statewide to enhance MAP Platform use and faculty opportunities to engage in the CPL approval process; convenes and meets with the MAP colleges and constituents to increase the capacity to offer and award CPL.

7. Plans and presents CPL Statewide integrations and professional development at statewide and national hearings and conferences; represents the MAP Initiative and the California Community College Chancellor's Office (CCCCO) at regional and national meetings and, as needed, on boards or workgroups aligned with CPL adoption.
8. Assists the Chief Ambassador, MAP Initiative with communications, media, presentations, and developing public relations and constituency support; work with diverse constituencies, including partner relations with other agencies, districts, and systems, including media and legislators, to promote effective outcomes.
9. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Counseling and coordination of programs for both veterans and working adult students.
2. Practices for state and federal grants, and other categorical funding sources, operational budgets, programs and initiatives.
3. Academic management of career center and/or veterans resource center.
4. Instructional administration and teaching practices and methodologies at the community college level.
5. Educational advising practices for veterans, including CPL and military terminology, culture, history, and civilian transition issues and risk factors.
6. Methods and techniques of drafting and advocating for CPL and Veterans Affairs (VA) related legislation and policy at the local, state and federal levels.
7. Community college counseling, articulation management, and academic administration practices, techniques, and procedures.
8. Management requirements, techniques, and procedures of categorically, state, and federal grant, and other funding sourced programs and initiatives.
9. Methods, techniques, and procedures to interpret military records and training experience for institutional credit.
10. VA educational benefits for veterans, active and reserve military, and dependents.
11. Methods, techniques, and best practices in mobilizing faculty, staff, and management in community colleges for shared vision and collaborative initiatives.

### **Ability to:**

1. Apply local, state, and federal education laws to community colleges, military training, workplace training, and credit for prior learning.
2. Work collaboratively across the state and nation utilizing both remote workspace technologies and traveling to partner institutions and agencies as appropriate.
3. Develop, initiate, and carry out new policies and procedures.
4. Establish working relations with various community and statewide organizations and systems.
5. Communicate effectively both orally and in writing, in presenting new initiatives and programs.
6. Work effectively with Human Resources & Employee Relations and relevant faculty and staff in the implementation of memoranda collective bargaining agreements.
7. Work effectively in and with various constituencies, including technology sectors, public and private higher education systems, and legislative and related organizations from the local to national levels, as appropriate.
8. Identify, pursue, and raise funds through a variety of sources via outreach and collaboration with the appropriate grant or fundraising entities to expand and sustain state and national MAP/CPL adoption.

9. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic disability, and ethnic backgrounds of students, staff, and the community.
10. Exercise judgment, tact, diplomacy, and effective communication strategies to present information, materials, and ideas that are innovative and represent a change to established business or educational practices in higher education.
11. Serve as lead manager and support the development of work activities and strategic planning for the MAP Initiative in alignment with the direction of the MAP Chief Ambassador.
12. Act as primary liaison from the MAP Initiative and lead and facilitate faculty subject matter expert work groups in collaboration with the Academic Senate for California Community Colleges (ASCCC).
13. Advance the adoption of CPL practices from faculty and staff workgroups to colleges statewide.
14. Organize and lead regular MAP Initiative Workgroup and Team meetings, including the CPL Statewide Workgroup and RCCD MAP/CPL Team convenings.
15. Build partnerships with regional and national institutions of higher learning (IHLs) and organizations to expand CPL pathways and promote portability beyond California within the bachelor's degree level.
16. Facilitate meetings with MAP colleges to sustain progress in articulating and awarding CPL credit to students.
17. Provide regular updates to the MAP Chief Ambassador and MAP Deputy Ambassador of Veteran Relations regarding key partnerships, events, and opportunities to expand CPL in California.
18. Guide colleges in meeting annual MAP Initiative and California Community Colleges Chancellor's Office (CCCCO) goals.
19. Organize the Annual CPL Summit, along with follow-up training and colloquia.
20. Support the development of CPL training tools and resources.
21. Collaborate with state, federal, and private partners that support MAP and CPL, including CCCCC, ASCCC, CalVet, U.S. Department of Veterans Affairs, U.S. Department of Education, U.S. Department of Defense, CSU and UC systems, ACE, NCCRS, and TES (CollegeSource).
22. Expand CPL implementation within the MAP Initiative to include industry credentials, standardized testing, high school articulations, and locally approved articulations.

### **Education and Experience:**

A master's degree and five (5) years of progressively responsible higher education leadership experience in both student services and instruction.

Experience as a community college associate dean or dean that includes experience in both student services and instructional leadership is preferred. Evidence of experience developing, deploying, and scaling innovative programs and services in shared governance, collective bargaining, and higher education environment is desired. Experience successfully sourcing one-time and multi-year grants and/or institutional funding for start-up programming is also desired.

### **Licenses and Certifications:**

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and

walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Additionally, travel in the completion of job duties and statewide functions is required, up to 50% of the time. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds.

The functions of this classification must be performed by the incumbent with or without reasonable accommodations.

#### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.