

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Apprenticeship Director

BASIC FUNCTIONS: Under the supervision of area administrator, plans and directs all aspects of creating and managing apprenticeship programs as well as coordinating student records related to Earn & Learn and Career Technical Education (CTE) Programs.

SUPERVISORY RESPONSIBILITIES: Provides supervision and direction to assigned classified staff, short-term employees and student workers.

REPRESENTATIVE DUTIES:

1. Reviews State Education Code, Labor Code Regulations, Title 5 and RCCD Board Policies to establish policies and procedures for apprenticeship program operations, coordination, and reporting.
2. Organizes and supervises day-to-day operations of Apprenticeship and Earn & Learn programs including student paperwork processing, records maintenance, instructor support, invoicing, and data reporting at the district, state, and federal levels.
3. Provides general leadership in the outreach, inter-agency coordination, and processes pertinent to CTE and apprenticeship programs.
4. Manages submission and invoicing of pertinent documents, including Related & Supplemental Instruction (RSI) funds, and required record retention.
5. Generates CTE and apprenticeship reports and distributes as required; provides Career Pathways Trust Program CTE Project Supervisor with all data and information needed for grant reporting.
6. Collaborates with union, non-union, college, district, community, state, county, regional, and industry groups to create, maintain, and support apprenticeship programs.
7. Communicates, presents, and responds to questions about the program from faculty, staff, students and the public via appointment, phone, email, and in person.
8. Interprets and communicates relevant policies, procedures, and regulations for faculty, students, staff, industry partners, and community members.
9. Maintains current knowledge of computer systems, college and district policies, and state apprenticeship regulations and guidelines
10. Maintains friendly and supportive atmosphere for students, faculty, staff, and the public.
11. Serves on college committees as requested.
12. Serves as a member of the Management Leadership Association.
13. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility, through continued study and participation in professional organizations.
14. Performs other related responsibilities as may be assigned.

EDUCATION: Bachelor's degree from an accredited college or university is required.

EXPERIENCE: A minimum of three years of formal training or leadership experience reasonably related to this assignment in a workforce training and/or Career & Technical Education environment. Teaching experience, as well as experience in grant-funded project management, are preferred.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: The mission of California Community Colleges; Career and Technical Education within the community colleges; student and industry engagement strategies; effective allocation of resources; grant management, particularly regulations regarding expenditures and compliance; and understanding of the curriculum process; staff, organizational and developmental models, instructional technology and active-learning strategies; word processing and electronic spreadsheet software.

ABILITY TO: Represent Norco College to business and industry; exercise judgment and initiative; effective project management and time management skills; strong initiative, innovative thinking and adaptability; team building, leadership and organizational skills; work effectively with faculty, administrators, staff, and representatives from outside organizations; relate well and work effectively with students, faculty, staff, and business and industry representatives of diverse backgrounds; demonstrated ability to work effectively in a participatory manner with all segments of the college community and community at large; lead, implement and manage change; interpret and uniformly implement district policies and procedures and the college bargaining agreements; communicate effectively and persuasively orally, in writing, and using technology; integrate diversity in the College's instructional program; apply an exceptional level of creativity and initiative.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

CONTACTS: Partners, colleagues, college and district personnel, faculty, students, businesses, union and non-union labor groups, industry associations and consortiums, government agencies, and employment agencies.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.