

SEPTEMBER 2019
FLSA: EXEMPT
SALARY GRADE: T
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, CTE AND K-14 REGIONAL TECHNICAL ASSISTANT PROVIDER

BASIC FUNCTION: Under the direction of the area administrator, provides regional leadership in the development, administration, and organization of Pathway Improvement initiatives for Career Technical Education Incentive Grants (CTEIG) for K-12 and intersegmental partnerships in the K-12 Strong Workforce Program (K-12 SWP).

PROVIDES WORK OR LEAD DIRECTION TO: Assigned District personnel or staff.

REPRESENTATIVE DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not excluded them from the position if the work is similar, related or a logical assignment to this class.

1. Collaborates with K-12 SWP partners to develop a regional technical assistance plan focused on CTE/early college credit using needs assessment and diagnostic tools.
2. Ensures the integration of the regional technical assistance plan with K-12 pathway improvement initiatives and work activities of K-12 Pathway Coordinators in conjunction with the larger regional plan for each Regional Consortia.
3. Assists local education agencies (LEA) with grant applications, builds LEA knowledge base of their regional consortium's plan, and aligns LEA career technical education program objectives with regional consortium's plan.
4. Creates shared resources, including templates, toolkits, and guides for K-12 Pathway Coordinators to disseminate.
5. Identifies and analyzes structural barriers to pathways implementation from the field; and pilots regional and state level solutions/programs.
6. Explains metrics associated with CTEIG and K-12 SWP, their relationship to existing accountability reporting requirements and the larger labor market, and implications for continuous improvement.
7. Ensures accurate data collection, reporting, use, and communication to enhance K-14 pathway transitions and student outcomes; and coordinates with Centers of Excellence to review and disseminate information on the region's current labor market trends and gaps.
8. Convenes an ongoing K-12/community college network to support K-12 Pathways improvement activities by partnering with community colleges and businesses; expands and complements work of Regional Consortia.
9. Plans, coordinates, and implements regional professional development opportunities for K-12 Pathway Coordinators and stakeholders.
10. Identifies and reports emerging, promising, and best practices of pathway development and pathway improvement initiatives; and provides policy briefings based on research and evidence of local implementation to inform the California Community Colleges Chancellor's Office (CCCCO) and California Department of Education (CDE), and to assist policymakers.
11. Facilitates the K-12 SWP Selection Committee and provides and connects K-12 Pathways Coordinator's to resources in order to support decision making.
12. Serves as liaison between California Partnership for Achieving Student Success (Cal-PASS) and K-12 human resources to ensure legal and regulatory compliance for instructional services and

professional development; may sign memorandum of understanding for Cal-PASS data submission; and secures partnership agreements.

13. Performs other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE: A bachelor's degree from an accredited university and five (5) years' experience coordinating/facilitating peer training and technical assistance in a K-12 or community college setting, including two (2) years of project management or program leadership experience is required; or an equivalent combination of training, education, and experience.

Regional level coordination experience is preferred. A master's degree is also preferred.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF:

1. California K-12 data collection systems and practices.
2. K-12 and Community College data and data tools used to assess student outcomes, program performance, and labor market information.
3. Personnel and budget management principles, procedures, and strategies.
4. Principles and methods of program planning, including program review and the development and evaluation of student learning, service area, or program learning outcomes.
5. Public relations, group presentations, and effective communication in a diverse environment.
6. Public speaking, workshop development, and group facilitation principles and practices.
7. Student advisement and career exploration strategies, K-12 Career Technical Education programs, and community college career education pathways.

ABILITY TO:

1. Conduct meetings, facilitate groups and workshops.
2. Develop key relationships between CTEIG and K-12 SWP partners and stakeholders.
3. Instruct practitioners on how to use K-12 and Community College data tools to assess student outcomes and program performance.
4. Develop and administer a comprehensive program work plan, budget, and outcomes.
5. Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.
6. Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
7. Use computer software for word processing, spreadsheets, databases, and presentations.
8. Communicate clearly, concisely, and effectively both orally and in writing with industry, students, staff, faculty, outside agencies, and the public.
9. Travel to off-campus functions and transport presentation materials and equipment.
10. Organize and conduct special events in conjunction with other college departments and programs.
11. Attend instructional and student services meetings, as well as regional or State Career Pathway and Dual Enrollment meetings, as needed.
12. Represent CTEIG and K-12 Strong Workforce Pathways at relevant state and federal conferences and industry events.

CONTACTS: District staff and personnel, K-12 staff, and staff and program representatives from the region and State.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds. Will require travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

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

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, please contact (951) 222-8039.

EXEMPT POSITION: This is an exempt position and is not subject to overtime.