Barstow Community College District

JOB DESCRIPTION

DIRECTOR, CTE PROJECT

COORDINATION AND INTEGRATION

BASIC FUNCTION

A CTE Project Director will assist in overseeing the planning and implementation of regional projects including the SWP. The director will integrate Strong Workforce Projects with the college guided pathways development and with local and regional economic development initiatives.

REPRESENTATIVE DUTIES

- Work with administration, faculty, and industry experts to facilitate the development of courses and training for competency based workforce development certificates through online, hybrid, and technology-enabled modularized delivery, as identified in the grant related to the areas of advanced manufacturing.

- Facilitate in developing relationships and a network of local, state, and regional corporate and community partnerships to establish work-based learning opportunities including internships, job shadowing, and job placements.

- Working closely with industry and training providers, coordinate efforts in creating a pipeline of new workers as well as the skill building of incumbent workers. Responsible for the development and implementation of a comprehensive strategic marketing and recruitment plan for targeted industry job openings and student populations

- Facilitate aligning workforce development programs with industry needs and credentials creating pathways to credit-bearing certificates and degrees.

- Coordinate efforts in developing and implementing tools to assess student's prior learning (PLA-Prior Learning Assessment/CAEL) and manage student data in established tracking system. Increase the number of students who develop integrated academic/career development course plans, including course sequences that are consistent with career pathways. Promote the development and implementation of competency assessments.

- Review all K-12 pathways in the region that have nationally recognized industry standardized certifications. Align any K-12 pathway with postsecondary certificates and pathways

- Host "skills panels" to define student learning outcomes that will inform curriculum development. Design coursework and training to meet industry specific workforce

needs. Evaluate all existing credit-based certificates. Evaluate all existing short-term customized and noncredit certificates.

- Support efforts to monitor, record and report progress on deliverables, including regional team development, training outcomes, competency assessments and certifications.

- Develop opportunities for teachers and faculty to work with business and industry for the hands-on experience in which they can take back lessons learned to students, other teachers and faculty, which may include up-to-date job competencies and requirements and current opportunities.

- Assists the Dean of Instruction in the implementation of any of a variety of duties related to general vocational programs.

- Serve on committees as assigned.

- Performs other duties as assigned

KNOWLEDGE AND ABILITIES

Knowledge of:

- Pertinent federal, state, and local laws, codes, and regulations as they pertain to employment.
- Group dynamics
- Communication skills, both orally and written.
- Demographics of the community and community educational needs.
- Computer software and office machines.
- Marketing and research techniques.
- Project management.
- Curriculum development.
- Student assessment.
- District policies and procedures.

Ability to:

- Plan, organize, and evaluate programs.
- Articulate clearly.
- Prepare and process reports.
- Facilitate group processes.
- Provide direction to staff and students.
- Network and establish relations with community employers and organizations
- Demonstrate sensitivity to and an understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.

EDUCATION & EXPERIENCE

Bachelor's degree from an accredited institution of higher education with at least 2 years of experience directly related to the duties and responsibilities specified or Associates degree with 4 years of experience.

Desired: Grant management experience. Experience in Career Technical Education at the Post-secondary and Secondary Level. Experience with Workforce and Economic Development. Knowledge of Cooperative Work Experience Education.

WORKING CONDITIONS

ENVIRONMENT:
Work is primarily performed indoors in an office environment where minimal safety considerations exist. Some outdoor job site visits maybe required.

PHYSICAL DEMANDS:
Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent
2. Occasional = 25-50 percent
3. Often = 51-75 percent
4. Very Frequent = 76 percent and above

4 a. Ability to work at a desk, conference table or in meetings of various configurations.
2 b. Ability to stand for extended periods of time.
4 c. Ability to sit for extended periods of time.
4 d. Ability to see for purposes of reading printed matter.
3 e. Ability to hear and understand speech at normal levels.
3 f. Ability to communicate so others will be able to clearly understand a normal conversation.
1 g. Ability to lift 10 lbs.
1 h. Ability to carry 10 lbs.
4 i. Ability to operate office equipment.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

CONDITIONS OF EMPLOYMENT

A full-time, 12-month, classified management position. Indexed to placement on the Management and Confidential Salary Schedule at a Range 14. This position is subject to evening hours and weekends.

Board Approved: June 20, 2018