

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

**DISTRICT DIRECTOR OF CAREER EDUCATION
AND WORKFORCE DEVELOPMENT**

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

The District Director of Career Education and Workforce Development (CEWD) reports directly to the Vice Chancellor, Educational Services and Student Success, and provides overall leadership in the planning, policy development, administration, and evaluation of district CEWD efforts, including apprenticeship, the Tri-Valley One-Stop Center, and special projects, and provides District-level coordination, facilitation, and support for the career education and workforce development programs and initiatives throughout the District. Other responsibilities will be assigned by the Vice Chancellor or Chancellor and may not be directly related to career education and workforce development.

REPRESENTATIVE DUTIES

1. Provide leadership, support, and service to Chabot-Las Positas Community College District's (CLPCCD) colleges, as well as to state and local community and economic development leaders, in workforce development initiatives.
2. Articulate the CLPCCD vision and beliefs in career and technical education (CTE) to the community and solicit support in realizing that vision; assists in interpreting the district's career education programs to the community.
3. Promote and support the enhancement of career pathways and programs for students; facilitate interactions and connections between career education and Guided Pathways as well as other state and college initiatives.
4. Presents concepts, status, and information to a variety of groups for the purpose of gaining administrative and board understandings and approvals.
5. Convene and provide staff support for the District Coordinating Council on Career Education.
6. Serve as a catalyst in formulating and implementing, collaborating, promoting, and implementing CTE and economic development throughout the District and in the East Bay Area region, including District and College participation on regional industry sector advisory groups.
7. Assist with the development of marketing materials for career education programs; develop and conduct informational sessions about CLPCCD programs for community and industry groups.
8. Manage, coordinate, and provide leadership for the District in career education and workforce development programs and initiatives to assure the viability and legality of the programs, improve processes, maintain established academic and legislative standards.
9. Serve as a liaison between the District and agencies administering districtwide workforce development and career education areas, including hosting of semiannual meetings of the CLPCCD local area CTE advisory committee.

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10. Serve as the District's Office liaison for career education and workforce development with the California Community College system office, Bay Area Community College Consortium, Mid-Alameda County Consortium (adult education), county, state, and federal agencies, business and industry partners, high schools, universities, and all public school partners. Attend relevant meetings and conferences.
11. Serve as the District administrator for District-wide economic and workforce development grants and categorical programs offered by the colleges, including Perkins and Strong Workforce Program. Coordinate submission of District-wide applications for funding, and timely completion of plans, reports, program audits and fund analyses. Administer budgets for assigned categorical and grant programs and services; monitor and control expenditures. Participate in identifying state and federal grant opportunities.
12. Serve as manager of District career education and workforce development areas including: Local Educational Agency (LEA) for apprenticeship programs, career and employee services and employer relations through the Tri-Valley One-Stop Center; and, build a multi-year business plan for each area.
13. Lead strategies and cultivate relationships to support apprenticeship and industry-experiential learning.
14. Serve as District liaison to the Mid-Alameda County Consortium for adult education.
15. Manage noncredit education for the District Office.
16. Serve as the District administrator for various state and national grants on behalf of regional educational institutions, including the district's colleges and various high school districts within the region. Provide program and fiscal oversight and implementation in collaboration with the colleges. Work with various educational district administrators to provide oversight of regional projects.
17. Serve as the district administrator responsible for ensuring compliance with local, state, and federal policies related to CTE. Maintain current knowledge of all pertinent regulations and processes affecting career education compliance.
18. Prepare, process, and coordinate regular reports that identify current demand for occupations within CLPCCD's workforce sectors, and for monitoring and reporting data pertinent to career education outcomes and expectations. Prepare and make presentations, including professional development presentations.
19. Work with Information Technology (IT) to create dashboards and visualizations of career education information to facilitate planning and reporting, and to inform District continuous improvement initiatives.
20. In collaboration with the Colleges, serve as the central point of contact for private or public entities seeking information, resources and solutions for workforce training, job development and creation or business expansion.
21. Coordinate with College administrators and researchers on institutional research and evaluation of student and program outcomes in CTE areas.
22. Lead District-wide strategic planning processes for all CTE funded programs.
23. Evaluate and recommend CTE programs, standards, policies, and procedures within the parameters of state and federal laws to meet District goals.
24. Develop community workforce programs and initiatives that reach underserved populations through innovative practices to achieve the goals of the Board of Trustees.
25. Research and analyze issues, interpret state and federal regulations, and legislation impacting assigned areas of responsibility.
26. Serve on, chair, or co-chair advisory boards and/or District committees as appropriate.
27. Prepare agenda items for the Board of Trustees and review and recommend new and revised District policies and procedures as related to assigned areas of responsibility.
28. Initiate, plan, organize, and conduct meetings, seminars, and training programs relating to career education and workforce development.

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29. Represent the District at public functions as appropriate.
30. Provide direct support to the Vice Chancellor, Educational Services and Student Success for ensuring the department's and district's strategic goals are met. File annually with the Vice Chancellor, Educational Services, a report of activities for the year.
31. Supervise and direct assigned employees, including performance reviews; assess operating procedures and practices as part of quality and continuous improvement reviews.
32. Integrate technology solutions and best practices into assigned program areas.
33. Perform other duties as assigned by the Vice Chancellor, Educational Services and Student Success.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Master's Degree from an accredited institution.
- Three (3) years of progressively responsible experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desired Qualifications:

- Experience with program development and administration.
- Success in writing and managing grants.
- Recent experience with apprenticeship programs.
- Teaching experience; experience with faculty development.

Experience with CTE programs at the post-secondary level, with career pathways, and with Perkins and Strong Workforce legislation.

Knowledge of:

- Career education and workforce development instructional and program development.
- Current practices/issues in CTE and workforce development.
- Principles of management, supervision and training.
- State and federal laws, codes and regulations affecting career education and workforce development programs.
- Budget development and administration.
- Collaborative strategies for diverse groups/populations.
- Mission of comprehensive community colleges.

Ability to:

- Provide leadership, stimulate cooperation and collaboration of CTE staff and participate in professional organizations in career education and workforce development; assist in the administration of career education and workforce development programs; supervise, evaluate, and assist assigned personnel; cooperate effectively with advisory committees as well as accrediting and licensing agencies.
- Work effectively within a system of participatory governance in a multi-campus environment.
- Facilitate change in a productive manner.
- Interpret laws, rules, and regulations affecting community colleges; to formulate policies and procedures; to compile clear, accurate statistical reports and surveys; to communicate effectively both orally and in writing; to coordinate/facilitate meetings; and to establish and maintain effective working relationships.
- Analyze data and create reports; prepare, track, and administer grants.
- Effectively represent CLPCCD in the community.

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- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students, employees, and the community.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel among campus sites.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

APPOINTMENT

The District Director of Career Education and Workforce Development (CEWD) shall be selected by the Governing Board upon the nomination of the District Chancellor.

Adopted by Board of Trustees on: June 19, 2018
Effective: June 20, 2018
Job Family: Administrative