

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

**DIRECTOR OF APPRENTICESHIP PROGRAMS**

**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 Director of Apprenticeship Programs is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District (CLPCCD). The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board Policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District and college policies by making appropriate recommendations for improvements or additions to policies or procedures through his or her reporting authority and/or by serving on college and District-wide management councils.

**GENERAL DESCRIPTION**

The Director of Apprenticeship Programs performs a wide variety of program and management activities while creating a strategy for recruiting, leading and overseeing the ongoing success and growth of the District's apprenticeship and pre-apprenticeship programs. The incumbent will be charged with researching and recruiting apprenticeship and pre-apprenticeship partners and meeting state and college regulations and requirements, to either bring in established apprenticeship programs or assist new organizations to create new apprenticeship and pre-apprenticeship programs. The Director of Apprenticeship Programs will engage businesses to assist with the creation of new apprenticeship programs; hire (from the current instructor pool and outside as required) instructors with the subject matter expertise to deliver the apprenticeship classes; oversee the smooth scheduling and delivery of classes and subsequent follow-up and reporting. The incumbent must be comfortable working with college department personnel when creating or re-creating apprenticeship programs, including those in admissions and records, academic services and curriculum committees when addressing apprenticeship program needs. Additionally, the Director of Apprenticeship Programs must maintain positive partnerships with trade unions and merit-shop organizations, state, county and city governments, and businesses and industry, to deliver high-quality services for our clients and maintain the excellent reputation of the District for this work. This is a District management position under the direct supervision of the District Executive Director of Economic Development and Contract Education.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.*

The Director of Apprenticeship Programs shall:

1. Provide oversight and leadership for the apprenticeship programs, and give direction and support to staff performing administrative and coordination support for them.
2. Work with the District Executive Director of Economic Development and Contract Education to review current programs, and develop strategic goals and direction for the apprenticeship programs at CLPCCD.
3. Stay current with existing and new state and federal legislation that impacts apprenticeships in California and maintain compliance with colleges' course and program guidelines.

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4. Work directly with established apprenticeship program sponsors to support ongoing apprenticeship programs. Address program sponsors' needs as they arise, attend training committee meetings, statewide convenings and other events.
5. Research, market to, and solicit new apprenticeship programs (both traditional and non-traditional) to expand the District's apprenticeship offerings. Work with community college and governmental agencies to attract and partner with new programs.
6. Support new pre-apprenticeship and apprenticeship partners through grants and other collaborative efforts with employers, serving as a resource by staying current with information about grants and other support.
7. Work with colleges' admissions and records departments and curriculum committees, as well as California Community Colleges Chancellor's Office's apprenticeship liaison, to create and gain approval of new apprenticeship programs. This could include, but is not limited to, working with apprenticeship programs and the colleges to develop curriculum and gain approval at the college level, regional and at the California Community Colleges Chancellor's Office; assure course/program inclusion in the state inventory system; manage the creation and /or assessment of Student Learning Outcomes for curriculum.
8. Oversee staff working with the colleges to schedule classes and instructor assignments as well as assist apprenticeship programs with the enrollment and registration process for related and supplemental instruction and work experience classes for apprentices.
9. Oversee RSI tracking as well as On the Job Training/Work Experience hours reporting. Assure accurate reporting of required information, working directly with apprenticeship program staff, colleges' admissions and records departments, and State Chancellor's Office for apprenticeship programs as necessary to maintain reporting integrity.
10. Manage/oversee the vetting and approval process of new apprenticeship program instructors through the colleges; interview, observe sample presentations and hire corporate college instructors to maintain and supplement an effective instructor pipeline meeting community needs.
11. Develop and manage budgets throughout the year for both programs. Work with Economic Development and Contract Education (EDCE) fiscal agency manager to reconcile any discrepancies. Offer recommendations for changes to budget or funding needs to assure quality programming in all areas.
12. Create and direct marketing strategy and communications using multimedia tools to support the expansion of the apprenticeship program at CLPCCD. Work with other EDCE managers for joint marketing, and CLPCCD's public relations department to maximize visibility.
13. Create and deliver status update reports on financials, comparing budgets and actual expenditures, classes' evaluation summaries, and new partnerships, leads and opportunities.
14. Effectively represent the department and District at meetings or other gatherings with state and regional officials, faculty, government agencies, businesses and other constituents as required, including on behalf of the executive director.
15. Perform other duties as assigned.

**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.*

**Knowledge of:**

1. Principles and practices of program goal planning and development, and process implementation and improvement;
2. Budget development and financial analysis and reporting;
3. California apprenticeship programs, including relevant legislation;
4. Adult training techniques;
5. Management that includes direction, support, supervision and evaluation;
6. Data analysis and program development, able to incorporate programs into the strategies and policies of the EDCE Department and CLPCCD as a whole;
7. Sales and marketing principles and practices for service-oriented products;
8. Effective procedures for providing a high level of customer service;
9. Modern office procedures/methods and comprehensive computer equipment and applications, including contact management;
10. English usage, spelling, vocabulary, grammar, and punctuation.

**Ability to:**

1. Demonstrate understanding of apprenticeship program requirements, the nature of work performed and overseeing state governing agency requirements;
2. Research, analyze, and evaluate new service delivery methods, procedures, and techniques;
3. Serve as an advocate for a program as a means to invite programs and organizations to either use CLPCCD as their local educational agency or contracted training series provider;
4. Provide leadership while effectively giving direction and support to staff performing administrative and coordination support;
5. Communicate effectively with all customer groups, both orally and in writing, including English usage, spelling, vocabulary grammar and punctuation;
6. Implement shared and individual goals, objectives, procedures and policies for the EDCE Department, CLPCCD, and the Apprenticeship and Corporate College Programs;
7. Perform fiscal research, report preparation, budgeting review and development;
8. Understand instruction and/or creating curriculum for adult learners;
9. Maintain diplomatic neutrality when working with organizations with differing opinions regarding workforce training (e.g. union vs. non-union/merit);
10. Demonstrate successful experience with workforce programs that incorporate education and private or governmental organizations in career technical education;
11. Negotiate and prepare contracts for client organizations, governmental agencies and traditional trade and/or non-traditional career programs;
12. Work with government and educational organizations to further program goals;
13. Travel to other locations to attend meetings and conferences;
14. Be personable and helpful to all customer groups and represent the CLPCCD in a positive way throughout the community;
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work;
16. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, instructors, clients and community members.

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**Minimum Education & Experience** – *An equivalent combination of education and experience which indicates possession of knowledge and skills required to perform the duties of this position.*

**Education:**

Completion of a Bachelor's degree in any field from an accredited institution of higher education. A Master's degree is desirable.

**Experience:**

Four years of related work experience with workforce development programs, preferably apprenticeship programs, with at least two years of management or supervisory experience. Personal apprenticeship program experience, either as an apprentice, instructor or at the administrative level.

**PHYSICAL ACTIVITIES 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 to different sites and locations.

**Physical:** Primary functions require standing, walking, stooping, reaching and manipulating (lifting, carrying, moving) light to medium weights of 10-30 pounds, sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. Performance of the duties of this job frequently involves sitting, reaching with hands and arms, talking, and hearing. This position also involves regular travel to various locations.

**NOTE:** This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

**APPOINTMENT:** The Director of Apprenticeship programs shall be selected by the Governing Board upon the nomination of the District Chancellor.

Adopted by Board of Trustees on: 6/18/19  
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Effective: 6/19/19; 3/18/20  
Job Family: Classified Administrator/Management