

**San Jose/Evergreen Community College District
Educational Management Job Description**

Position: Executive Director/Vice President, Strategic Partnerships and Workforce Innovation

Department: Chancellor's/President's Office

Location: All locations

Date: July 12, 2017

POSITION PURPOSE

Under the direction of the Chancellor/College President, the Executive Director/Vice President serves as the principal administrative contact for such areas as career technical education, Strong Workforce Initiatives, dual enrollment programming, Non-Credit and transitional workforce initiatives. The Executive Director/Vice President provides administrative oversight of selected areas such instructional divisions, including academic areas and those receiving Carl D. Perkins Career and Technical Education Act funds, career pathway regional partnerships and/or SparkPoint. Responsibilities include the maintenance of career technical education programs, ensuring adherence to federal and state regulations in the use of funds, representing the district/college in state and regional occupational administrative groups, and directing the development and coordination of potential partnerships with business, industry, universities, high schools, and community organizations as they relate to career pathways and programs.

NATURE and SCOPE

This position will serve as an effective change agent working collaboratively with the college and district's diverse stakeholders and serves as the district/college's chief outreach officer to the business, industry, and governmental sectors. The Vice President is responsible for the development of innovative, entrepreneurial, and strategic initiatives designed to proactively respond to economic development and training needs within a global community.

KEY DUTIES and RESPONSIBILITIES

Leadership

1. Development and implementation of the Strong Workforce Plans (both regional and local).
2. Work closely with unified school districts and educational partners to identify and establish opportunities for dual enrollment programming.
3. Provide leadership for the development, establishment and on-going support of the College's apprenticeship training programs.
4. Provide district-wide updates and trainings related to Dual Enrollment, Apprenticeship Training, Non-Credit and CTE Programming efforts.
5. Provide leadership for the development, establishment and revision of curriculum related to the areas of the assignment.
6. Serve as a liaison between Workforce Institute, District Wide, South Bay Adult Education Consortium and College Efforts.

7. Comply with College/District budgetary goals.
8. Evaluate efforts related to assigned projects.

Budget and Planning

9. Coordinate and oversee the development and administration of assigned budgets.
10. Ensure that project goals remain well aligned with district and college strategic plans and other Board - adopted plans related to education are implemented.
11. Identify appropriate faculty and staff development needs, and provide opportunities to meet those needs.
12. Ensure, in coordination with the Office of Human Resources, the bargaining units, and academic senates, an institutionalized calendar for staff development is created.

Liaison

13. Support and maintain effective relationships among student services, academic affairs, and administrative services divisions and the College administration, faculty, staff, and students, as well as the District Office and Workforce Institute, through participation in shared governance activities.
14. Attend and conduct a variety of meetings, conferences, workshops, and other activities; serve on assigned committees and task groups; represent the College in relations with local, state, and federal agencies; and submit requests for state and federal funds.
15. Develop and maintain strong relationships with administrators of colleges, district office, high schools and adult education partners.
16. Attend Board of Trustee meetings as requested by the President.
17. Perform other duties and responsibilities as assigned by the President.
18. Assume charge of the College as directed.

EMPLOYMENT STANDARDS

Knowledge:

1. Planning, organization, and implementation of various student services and instructional programs.
2. Appropriate technology for alternative teaching and learning strategies.
3. Curriculum development and program review.
4. Collective bargaining and contract administration.
5. Principles and practices of administration, supervision, and training.
6. Budget development and administration.
7. Interpersonal skills using tact, patience, and courtesy.
8. Diverse backgrounds of community college students including socioeconomic, race and ethnicity dimensions.

Skills and Abilities:

1. Provide leadership for assigned areas of responsibility such as career technical education and workforce development.
2. Function in a multi-college district to promote the goals of the College and the District.
3. Work with advisory groups.
4. Recommend and administer policies, procedures, and mandates.
5. Supervise and evaluate the performance of assigned staff.
6. Communicate effectively both orally and in writing.
7. Interpret, apply, and explain rules, regulations, policies, and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time-lines.
11. Prepare comprehensive narrative and statistical reports.
12. Direct the maintenance of a variety of records related to assigned activities.
13. Analyze complex financial, statistical, and narrative data regarding career technical educational and student success programs.
14. Facilitate conflict resolution.

MINIMUM QUALIFICATIONS

1. Master's degree required, and Doctorate preferred.
2. Three years of administrative or supervisory experience in a career education, workforce development or related area.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

WORKING CONDITIONS

1. Typical office environment.

Date Approved: 7/11/17

Salary Range: M-38

EEO-Category: 2B1 - Executive/Administrative/Managerial