

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Manager, School Initiatives and Career Pathway Development	Management Team Management (Categorical)	Range: 10.0	Days: 224

## **JOB DESCRIPTION:**

Under direction of the Director, Occupational Education and Services, engages in collaborative efforts to build partnerships and strengthen connections between the college and county school districts. Determines and implements the goals and objectives of the Sonoma County Tech Prep Consortium grant and other state-funded workforce development initiatives.

## **SCOPE:**

In collaboration with Student Services, represents Academic Affairs in promoting the District's instructional programs within K-12 school districts, Initiates and oversees all planning and occupational/career pathway development activities between the college and Sonoma County high schools. Manages all aspects of the Tech Prep program and other career technical educational initiatives involving K-12 partnerships.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Initiates activities that increase coordination between the college and high schools for well-articulated technical education curricula responsive to industry needs and which prepares students for success in post-secondary education and training programs. Advocates for the inclusion of flexible career ladders, which maximize students' options for employment or continuing education.
2. Maintains collaborative working relationships with Sonoma County Office of Education/ROP Workforce Development Department and secondary school districts. Facilitates development of K-12/college consortia to respond to grant opportunities.
3. Facilitates the development and documentation of new career pathway/articulation agreements and the updating of existing ones between Santa Rosa Junior College and county high school districts. Advocates for the inclusion of components such as academically rigorous articulated curricula, learning communities, work-based learning opportunities, and career ladders that support life-long learning and upward mobility.
4. On behalf of the District, coordinates implementation of the SRJC/Piner Early College Magnet Program, and other alternative partnership programs with K-12 school districts.
5. Maintains currency of the college's High School Career Pathways web site documenting all career pathway and course articulation agreements and other Tech Prep activities.
6. In partnership with Student Services, plans and conducts outreach activities, encouraging K-12 students to continue their education and facilitating their enrollment at Santa Rosa Junior College.
7. Collaborates with the college's Student Services departments, e.g., Counseling/Office of Schools Relations, in conducting outreach to middle and high school audiences.

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8. Provides overviews and updates on key workforce development issues and labor market trends to K-12 educators.
9. Conducts presentations featuring the college's educational offerings at various public forums, such as the Sonoma County Youth Council, local service clubs, and professional organizations.
10. Serves as the college's representative on the Youth Council, a sub-committee of the Sonoma County Workforce Investment Board, and other youth and workforce development focused organizations, as appropriate.
11. Collaborates with academic departments in planning and conducting outreach activities for K-12 students, their parents, and teachers.
12. Attends college advisory committee meetings and solicits industry participation in youth career development activities.
13. Oversees all financial management of Tech Prep and other related grants, ensuring compliance with all funding regulations.
14. Oversees all Tech Prep and other grant reporting and data collection systems. Compiles reports on student data and performance required for the Chancellor's office year-end report and for dissemination as appropriate. Works closely with college representatives to monitor SRJC enrollment trends in occupational and general education courses.
15. Assigns and oversees the work of administrative and technical support staff within Academic Affairs.
16. Performs other duties and coordinates major projects as assigned by the Director, Occupational Education and Services.

### **KNOWLEDGE OF:**

1. The college's occupational and general education programs, as well as the role of community colleges in workforce development.
2. Effective strategies to promote post-secondary career and general education programs.
3. The college's resources and services to support student success.
4. Workforce development and educational reform initiatives, such as school-to-career.
5. Career pathway development, with preference to familiarity with the Tech Prep Associate Degree model.
6. The concepts of integrated academic and vocational curriculum; SCANS competencies, foundation skills, and work-based and project-based learning.
7. Tech Prep reporting requirements and data collection systems.
8. Current local and national labor market and demographic trends.

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9. Research techniques and methodologies to gather data for use in guiding program development and designing outreach presentations.

### **ABILITY TO:**

1. Establish and maintain professional and collaborative working relationships with members of a diverse community, including: employers, students, parents, high school and community college administrators, counselors, and faculty.
2. Demonstrate effective verbal and written communication skills.
3. Speak effectively at public forums.
4. Plan, organize, coordinate, manage, and assume leadership, as appropriate, of multiple projects on an ongoing basis necessary to meet program and outreach objectives.
5. Use independent judgment in carrying out program objectives.
6. Develop data collection systems to comply with Chancellor Office reporting requirements.
7. Manage program budgets.
8. Utilize computer applications: word processing, database management and spreadsheets.
9. Demonstrate sensitivity to, and respect for, a diverse population.

### **QUALIFICATIONS:**

*A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

*Education:*  
Bachelor's degree.

*Experience:*  
One year of formal training, internship or leadership experience reasonably related to administrative assignment.

### **SUPERVISION RECEIVED:**

The Manager, School Initiatives and Career Pathway Development, works under the direction of the Director, Occupational Education and Services.

### **SUPERVISION EXERCISED:**

The Manager, School Initiatives and Career Pathway Development supervises assigned classified staff and students.

Board Approved: June 13, 2006