

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Director, Occupational Education and Services	Management Team Educational Administrator	Range: 14.0 Days: 224

JOB DESCRIPTION:

Under direction, has responsibility for the development of the District's occupational programs, in addition to managing various projects that support the institution's workforce and economic development mission. This position also has responsibility on behalf of Academic Affairs to develop partnerships with the K-12 educational system, in addition to promoting the college's educational offerings in the community.

SCOPE:

The Director, Occupational Education and Services ensures that the District's occupational programs are in compliance with local and state regulations. This position also oversees the planning and implementation of activities with school districts and ROP to maximize the number of Sonoma County high school graduates matriculating to the college.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Oversees the process of developing and revising occupational certificates and majors, from initial concept and faculty proposal to final State approval. Monitors actions of the District Curriculum Review Committee with respect to occupational course/program approvals; advocates on behalf of the occupational programs throughout the approval process.
2. Collaborates with occupational department faculty and supervising administrators to identify potential new program areas and needed program revisions to ensure that curriculum is current and responsive to employer needs.
3. In collaboration with the college's curriculum office, maintains currency of program information on college's occupational certificate/majors Web sites.
4. Supervises the work of the Occupational Curriculum Specialist, including the administration of labor market surveys to document need; assigns occupational curriculum development projects.
5. Assists departments in establishing new advisory committees necessary to support new programs and curriculum, in addition to recruiting new members for existing committees. Monitors the scheduling and convening of occupational advisory committee meetings to ensure compliance with the Vocational and Applied Technology Education Act, the Chancellor's Office, and all college policies and procedures. Attends occupational advisory committee meetings to obtain updates on program status and employer skill requirements. Maintains currency of occupational advisory committee membership lists.
6. Develops the District's annual VTEA IC application. Implements the program plan and allocates funding. Monitors expenditures assigned to occupational and student services programs. Supervises the preparation of all quarterly and final fiscal and program reports submitted to the Chancellor's Office. Communicates and interprets information from VTEA Core Indicator reports to occupational departments.

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7. In collaboration with the office of Economic Development, convenes meetings of industry groups to identify workforce skill requirements and the need for new occupational programs. As needed, co-facilitates the Developing a Curriculum (DACUM) process to ensure that occupational curriculum is aligned with industry skill needs.
8. In collaboration with the office of Economic Development, develops regional partnerships between community college(s), secondary schools/ROP, industry, and other governmental organizations in response to career and technical education initiatives and funding opportunities.
9. As appropriate, supervises management staff of various grant funded projects related to occupational education and economic development, e.g. the Healthcare Workforce Development Project.
10. Supervises management staff of the Outreach to Schools and Career Pathway Development program, including promotion of the college's occupational programs in local high schools, and course to course and program articulation. Provides oversight of specialized high school-community college partnership programs, such as the Piner/SRJC Early College Magnet Program.
11. Develops and implements an annual marketing plan for the college's occupational departments and economic development programs.
12. Oversees the administration of student follow-up and employer surveys to determine the extent that the college's occupational programs are meeting the needs of the community. Compiles and distributes data for use in the departmental Program Review process.
13. Serves as a member of the District's Economic Development Institute.
14. Represents the District on local and regional boards related to workforce training and economic development, e.g. Bay Area Community College Occupational Planning Committee, Bay Area Community College Consortium, Sonoma County Workforce Investment Board, Sonoma County Employer Advisory Council, Sonoma County Healthcare Workforce Development Roundtable, etc.
15. Maintains appropriate fiscal and expenditure controls to assure that federal, state, county, and college law, regulations, and procedures and audit standards are observed.
16. Performs other duties and coordinates major projects as assigned by the Dean, Occupational Education and Economic Development.

KNOWLEDGE OF:

1. State and Federal standards related to the operation, monitoring and auditing of categorical programs and grants.
2. Principles of planning, budgeting, and supervision.
3. Chancellor's Office regulations governing community college occupational programs, including program approval.
4. Local, state, and federal employment training/economic development initiatives and regulations.
5. Carl Perkins Vocational and Technical Education Act regulations.
6. District curriculum review and course/program approval.

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7. Standard format for preparation of grant proposals, contracts, and subcontracts.
8. Interpreting and enforcing faculty and classified collective bargaining contracts.
9. Program review and evaluation processes.

ABILITY TO:

1. Plan and administer complex, highly regulated programs and related budgets.
2. Make operational decisions, organize and prioritize work, and solve complex problems on a daily basis.
3. Relate effectively with a wide diversity of students, faculty, staff and community members. Provide leadership in the formation of consortia to address community workforce development needs.
4. Convene representatives from divergent groups with the goal of achieving consensus to reach a common goal.
5. Interpret and communicate information to faculty and staff about categorical programs; standards of operations, budget and reporting requirements, etc.
6. Professionally represent and advocate for the district's occupational and economic development programs in the community.
7. Communicate clearly, both orally and in writing; experience in public speaking.
8. Demonstrate sensitivity to, and respect for, a diverse population.
9. Program review and evaluation processes.

QUALIFICATIONS:

Education:

Master's degree required or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

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

SUPERVISION RECEIVED:

The Director, Occupational Education and Services reports to the Dean, Occupational Education and Economic Development.

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SUPERVISION EXERCISED:

The Director, Occupational Education and Services supervises: an Administrative Assistant III; the Manager, School Initiative and Career Pathway Development, the Curriculum Specialist, the Publicity Specialist, the Manager, Healthcare Workforce Development Project, and any other management, faculty and classified staff associated with economic and workforce development projects.

Board Approved: July 16, 2008