

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Job Title:	Director, NOCE CC TAP (Community College Technical Assistance Provider)	Range: 25 (CL)	Management Schedule
Date Revised:		Date Approved:	May 28, 2024
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of Director 2 (D2) of Data Analytics/Business Intelligence, North Orange Continuing Education, this position is responsible for overseeing the operations and strategic direction of the Community College Technical Assistance Provider (CC TAP) in collaboration with key stakeholders including the California Community College Chancellor’s Office.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provide leadership in the administration of CC TAP strategies and related projects, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.
2.	Facilitate collaboration with key stakeholders, including the California Community College Chancellor’s Office, and other state technical assistance providers (TAPs) to support the 71 California Adult Education Program (CAEP) consortia across the state.
3.	Serve as a liaison to facilitate communication, align efforts, and leverage resources for statewide initiatives; manage vendor agreements and establishes contracts for statewide events.
4.	Develop plans, and implement goals and objectives related to the CC TAP strategies, including staffing; ensure consistency of plans and their implementation with the CC TAP vendor agreement requirements and other North Orange Continuing Education and District plans.
5.	Identify operational needs and structure a staffing model accordingly to support daily activities and long-term objectives for CC TAP; prepare annual preliminary budgets for assigned projects; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding operations and activities.
6.	Manage the California Community College Chancellor’s Office vendor agreement reporting requirements, including monthly reporting, time and efforts reports, invoicing, and detailed activity reporting using templates and ensuring internal processes meet reporting deadlines.
7.	Direct the delivery of technical assistance, including one-on-one support and monthly webinars to the 71 CAEP consortia across the state.
8.	Maintain communication with District and North Orange Continuing Education administrators, faculty members and classified staff to resolve conflicts, exchange information and coordinate activities to support CC TAP efforts.
9.	Train, supervise, evaluate, and direct the work of personnel as assigned; participate in selection and hiring processes.

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10.	Organize or attend a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
11.	Maintain current knowledge of instructional theories and new technologies pertinent to assigned projects; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
13.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
14.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
15.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Director, NOCE CC TAP may participate in the development and administration of supplemental grants related to assigned projects.

WORKING RELATIONSHIPS

The Director, NOCE CC TAP maintains frequent contact with California Community Colleges Chancellor's Office, Regional Occupational Programs (ROPs), K – 12, North Orange Continuing Education, District administration, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a bachelor's degree from a regionally accredited institution and a minimum of two years of formal training, internship or leadership experience reasonably related to the assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Possession of a master's degree in a field related to education, leadership, or educational administration;

Management experience in postsecondary education;

Experience with educational program development and administration;

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Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of state education code and requirements including Title 5
Knowledge of research project policies, procedures and practices, including data collection and analysis
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate research project activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
