

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Educational Partnerships and Programs/	Range: 20 (AC)	Management Schedule
Date Revised:		Date Approved:	November 12, 2019

PRIMARY PURPOSE

Under the direction of a college Vice President or designated Dean, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of educational pathways, partnerships, and programs.

ESSENTIAL FUNCTIONS

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

1. Perform varied and responsible duties in the development, organization and administration of specific college educational pathways, programs, and partnerships, focused on ensuring student success and retention in specific areas such as: dual enrollment, high school and university partnerships, discipline-specific pathway programs, and other educational pathways and programs as assigned.
2. Plan, develop, and implement programs and services for targeted student communities.
3. Develop, in collaboration with faculty, staff, and educational partners, the learning support needs of students within specific educational pathways; provide leadership in implementing innovative services, including current technology-based programs with appropriate equipment and software, materials, and communication modes.
4. Promote and facilitate the growth, development, marketing, and administration of specific pathway programs, including the development of materials, making presentations, initiating formal agreements with partnership programs, and responding to constituents in a timely manner.
5. Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records, and files regarding programs, operations, and activities.
6. Determine appropriate equipment and supplies for programs and services in accordance with established policies.
7. Evaluate the effectiveness of programs and services through various mechanisms, including but not limited to the Office of Institutional Research, and make adjustments as needed.
8. Formulate and develop goals, objectives, policies and procedures to enhance support services within the educational pathway.
9. Plan, organize and arrange appropriate training, staff development programs, and growth activities for assigned staff; provide orientation for new employees.
10. Organize, attend or chair a variety of administrative and staff meetings as required; serve on internal and external committees and special projects as assigned; active in developing successful partnerships to support the assigned pathway and program; coordinate programs and services as appropriate with internal District and college personnel, and outside partnership institutions.
11. Plan, create, and facilitate outreach activities and serve as a liaison with other community agencies and institutions, including K12 partners, four-year institutions, industry, and employers that serve, influence, support or align with the specific pathway or program to promote program enrollment and effectiveness.

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12. Administer and direct various phases and operations of the onboarding process, matriculation, transfer, and/or internship process as required; evaluate effectiveness of all onboarding processes to improve or facilitate procedures.

 13. Monitor, track, and assess students participating within the educational pathway and/or partnership, and maintain all records; reports on participating student success, retention, and outcomes.

 14. Work cooperatively with supervisor, faculty and staff to coordinate programs and services to meet student needs, and to help resolve conflicts and issues.

 15. Train, supervise, evaluate, and direct the work of personnel as assigned; participate in selection and hiring processes.

 16. Foster a positive and collaborative culture that relies on data-driven decision-making and timely communication with other departments.

 17. Prepare and apply for grant funding; manage and oversee grant budgets; prepare grant reports, as needed.

 18. Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.

 19. 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.

 20. 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.

 21. Perform related duties as assigned.
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OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Director, Educational Partnerships and Programs maintains frequent contact with college and District administrators, faculty, staff, and external agencies and institutions.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Master's degree from a regionally accredited institution and at least one year 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

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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 discipline related to curriculum areas supported by educational pathway, partnership and programs within this position's oversight.

Administrative or leadership experience demonstrating increasingly responsible supervisory duties.

Experience in the management, coordination, or leadership of an educational pathway or program.

Experience managing community, educational and/or pathway partnerships.

Knowledge of current trends in student skill development, student support needs, and student communication and retention techniques.

Familiarity with data collection, statistical analyses and preparation of formal reports.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

Prior experience in approaching work and interactions with colleagues and 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 a shared governance model in an educational setting

Knowledge of California education code and requirements, including Title 5

Knowledge of federal and state laws and regulations, collective bargaining agreements, and grievance processes

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 educational pedagogy and student success strategies applicable for the diverse community college student body

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to administer complex budgets in a cost effective manner

Ability to conduct research projects, evaluate alternatives, and make sound recommendations

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 with internal and external diverse constituencies

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Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

May require a valid California Driver's License

WORKING CONDITIONS

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