

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DIRECTOR, BUSINESS and CAREER TECHNICAL EDUCATION**

CLASS SUMMARY

Under the direction of the Dean, Business and Career Technical Education, the Director is responsible for assisting with the coordination of the daily operation of division activities including all apprenticeship programs, career education, economic and workforce development, program advisories, Perkins coordination, biennial reviews, program reviews and grant activities; and performs other duties as assigned.

REPRESENTATIVE DUTIES

Supports the Dean of Business and Career Technical Education in the daily administration, operation and implementation of the Apprenticeship program and Career Technical Education Programs. Duties will include but are not limited to the following:

- Develop and manage CTE campus grant activities, timelines, periodic reports, and Board reports.
- Assist the division dean and assigned staff in tracking CTE outcomes, completers, leavers, data reporting and tracking. Assist the division dean in managing the Apprenticeship Training Trust Curriculum Coordinators scope of work.
- Serve as a liaison between the administration (including the District), faculty, and staff on campus as well as the training trusts. Supervise off-site activities with the local training trusts and other Career Technical Education functions such as job fairs, community activities, etc.
- Coordinate marketing of programs through preparation of materials for the college catalog, schedule of classes, brochures. Assist in communication, promotion and publicity of the College's career education programs.
- Assists the division and programs in developing business and industry partnerships including recruiting new program advisory members.
- Work in conjunction with the California Corporate College in developing economic development contract agreements with industry.
- Facilitates the two year Biennial Reviews of all vocational programs including Apprenticeship. Submits relevant Labor Market Information (LMI) to faculty in preparing both a comprehensive program and department review including yearly updates that reflect the needs of the department, program and the needs of industry.
- Assist the Division Dean to develop and maintain program budgets.
- Works directly with students, faculty and apprenticeship committees to provide information on apprenticeship programs.
- Maintain current knowledge of Federal, State and regional legislation pertaining to the program and community college functions.
- Serve as an official member to appointed college councils or committees.
- Represent the college on off-campus community groups, business and industry, and apprenticeship functions, meetings and activities when necessary and relevant.

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JOB DESCRIPTION
DIRECTOR, BUSINESS and CAREER TECHNICAL EDUCATION cont'd**

- Oversee the design and content of brochures, catalog information and announcements for all career related programs and services including apprenticeship.
- Performs other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Dean Business and Career Technical Education.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications:

1. Bachelors Degree from an accredited four year college or university. A Masters Degree is desirable.
2. At least three years of progressively responsible experience in career education, CTE Transitions, economic and workforce development or with coordinating activities of apprenticeship programs.
3. Or, any combination of education and experience that would provide the required equivalent qualifications.

Required Skills: Thorough knowledge of federal and state regulations governing workforce education; statistical and financial procedures; administration, supervision and training principles for staff. Effectively communicate actual and proposed changes in regulations; understand and apply changing policies, procedures, and guidelines; make program and procedural analyses; maintain records and documentation subject to external audit.

Ability to: Work effectively as a team member; identify the needs of business and industry for a well-trained work force. Work independently, utilizing critical thinking and problem solving. Organize workloads and meet deadlines; assign, train, and coordinate the work of others. Research, write, and edit materials for work-based learning. Research and deliver information on Comprehensive Career Development. Communicate clearly and effectively both orally and in writing, including speaking before groups. Use word processing, spreadsheet, and database applications including database systems to link students and faculty with business and industry. Maintain program budgets. Establish and maintain effective relationships with those internal and external constituencies. Maintain currency in issues relevant to career/technical education.