

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
JUNE 2018

**EXECUTIVE DIRECTOR OF INDUSTRY SECTOR ENGAGEMENT
AND CAREER TECHNICAL EDUCATION PROGRAM STRATEGIST**

JOB DESCRIPTION

CLASS SUMMARY

Reports to the Assistant Vice Chancellor of Educational Services and implements statewide and regional projects to build a network of leaders in prioritized industry sectors, K-12 senior administrators, and community college leaders (i.e., Chief Instructional Officers, Deans) to connect stakeholders, leverage resources, provide guidance and strategies, and provide technical assistance to contribute to the development of robust career technical education programs and pathways that reflect and address the workforce and economic development needs in the region and state.

REPRESENTATIVE DUTIES

Liaison with the Chief Instructional Officers in all regions that have prioritized the sector to keep them informed of labor market developments, make available best practices/models for replication, update them on sector programs and activities on their campuses, and garner quality service feedback.

Work with colleges, Workforce and Economic Development/Career Technical Education initiative directors, employers and the broader workforce development system to:

- Build and implement new or improved guided pathways to postsecondary industry-valued credentials, certificates or degrees.
- Expand or retool credit-bearing credential career education programs to address labor market needs by sector and by region.
- Provide career awareness for high school students, community college students and adults.
- Growth high school/college dual enrollment programs.
- Strengthen four-year college partnerships where labor market need warrants.
- Focus on closing equity gaps by building strong partnerships in our urban and underserved areas.
- Make it easier for adults to earn an industry-valued credential, certificate or degree.
- Expand work-based learning programs for students.
- Enhance partnerships between business and education.
- Replicate good practices/models and effective career education across multiple colleges and multiple regions where labor market needs warrant; and
- Braid resources and efforts towards the aspirational numerical goals outlined in the states workforce and economic development strategic plans.

Serve on state-led committees for workforce and economic development work and CCCCCO initiatives: e.g., EDPAC/WEDPAC (Economic Development Program Advisory Committee/Workforce and Economic Performance Advisory Committee); Key Talent Deep Dives; etc.

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CLASS SPECIFICATION
JUNE 2018

**EXECUTIVE DIRECTOR OF INDUSTRY SECTOR ENGAGEMENT
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JOB DESCRIPTION (CONTINUED)

Provide technical assistance, and logistical support to statewide and regional projects to advance sector strategies, regional development, accountability-based performance metrics, and the adoption of effective workforce and economic development practices.

Identify and advocate programmatic priorities - with consideration for common metrics and accountability measures - in consultation with DSN's, regional and statewide advisory bodies. Structure at least one statewide or multi-region advisory body –where business representation is at least 50%.

Act as first point of contact for statewide industry organizations and employers with the intent of assisting engagement with the community college system to respond to sector needs. Represent the Chancellor's Office at state-level meetings and workgroups and facilitating business/industry connection with DSN's and college programs.

Act as sector expert staying current with industry workforce development needs, trends, and funding opportunities in order to provide expert guidance to the Chancellor's Office, DSN's, Regional Consortia and regional sector-specific centers.

Develop and implement sector initiatives to address statewide and regional industry workforce priorities, supported by convening and facilitation, marketing, website development/maintenance, meeting logistics, data collection/reporting, and internal analysis of effectiveness.

Assist regional career education and workforce development leaders to meet the needs of their particular industry sector in evaluating impact of their sector on the region's economy.

Assist in the formation of workforce development networks, and development of contract and fee-supported approaches for meeting workforce development needs in their sector.

Support the Chancellor's Office workforce and economic development initiatives through the following: contribute to workplan development; provide recommendations and monitoring; providing technical assistance as needed on grant proposal development, grant management, and any related compliance and reporting related to priority and emerging industry sectors; support and contribute to statewide and regional sector strategic planning.

Provide technical assistance/input to CCCCO for current and future workforce and economic development grant-funded projects and other funding opportunities.

Provide leadership in implementing the recently approved Strong Workforce Recommendations relating to sector work.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
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CLASS SPECIFICATION
MARCH 2018

**EXECUTIVE DIRECTOR OF INDUSTRY SECTOR ENGAGEMENT
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JOB DESCRIPTION (CONTINUED)

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: A Master's Degree and five years of experience in career education, economic and workforce development and regional program development; five years of industry sector experience.

Required Skills:

Ability to identify and advocate programmatic priorities—with consideration for common metrics and accountability measures.

Ability to represent state career education and workforce and economic development plans and initiatives to industry, employers, and K-12 and community college leaders.

Ability to communicate effectively (i.e., written communication, oral presentations), especially with senior leaders in higher education and industry.

Ability to develop effective networks to engage stakeholders in collaborative efforts that produce results toward achievement of target performance metrics and outcomes.

Ability to design, develop and acquire research, data and information to keep CCCCCO, regional workforce and economic development leaders, and community college career education leaders informed.

Board Approval Date: June 25, 2018