

CTE GRANT DIRECTOR – CAREER PATHWAYS TRUST

Definition:

This position will provide leadership and direction to implement the California Career Pathways Trust (CCPT) grant for the Northern California Career Pathways Alliance (NCCPA) as identified in the Alliance Partnership Agreement. Under the direction of the Assistant Superintendent of Educational Services in collaboration with the Career Development and Workforce Preparation Services, the NCCPA Career Pathways Trust Grant Coordinator will plan, organize, monitor and direct the administration and implementation of the Career Pathways Trust Grant in the six county region of the NCCPA that includes Lake, Marin, Mendocino, Napa, Solano and Sonoma counties. This position is responsible for ensuring NCCPA's consistent achievement of the goals and financial obligations of its Career Pathways Trust Grant. This position will develop and oversee the grant implementation; coordinate and manage the leadership and organizational components of the NCCPA; manage and supervise the financial obligations and reporting expectations of the CCPT grant; provide professional development and support for NCCPA personnel; establish collaborative relationships with other agencies, county offices and higher education representatives; and supervise and evaluate the performance of assigned personnel.

Supervision Exercised and Received:

Hired through the Sonoma County Office of Education, which serves as the Lead Educational Agency for the NCCPA, this position reports to the Assistant Superintendent of Educational Services or designee. Guidance and direction on the leadership of the grant will be provided in partnership with the NCCPA Board.

General Responsibilities:

- Facilitate the implementation of the regional and county efforts of the Northern California Career Pathways Alliance
- Facilitate the collaboration between all NCCPA partners
- Facilitate the implementation and further development of NCCPA's long-range strategy that achieves its mission beyond the three-year grant funding.
- Provide leadership in developing program, organizational and financial plans with the NCCPA Board and staff, and carry out plans and policies authorized by the board.
- Promote active and broad participation by NCCPA partner organizations in all areas of NCCPA's work.
- Facilitate and coordinate communication to and on behalf of the NCCPA with respect to websites, outreach, public relations and reporting.
- Organize and manage the annual data collection and reporting of student learning outcomes and other performance measures as specified by the California Career Pathways Trust and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field of Career Development, Career Technical Education and Economic and Workforce Development.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Plan, direct, and supervise the functions and activities of the Regional Program, including setting goals, objectives, and priorities
- Direct the regional dissemination of the NCCPA program throughout the partner organizations including County Offices, Community Colleges, Workforce Investment Boards, districts, schools and industry partners in the NCCPA
- Establish partnerships with institutions of higher education, community organizations, employers, and businesses
- Design and deliver professional development and activities for the regional program

- Represent the NCCPA at State-wide events and in partnership with higher education and community organizations
- Direct and support NCCPA staff
- Develop and manage the regional program budget
- Process and analyze data regarding county and regional activities to County Offices of Education, the California Department of Education, and Economic and Workforce Development issues
- Develop, maintain, and evaluate systems for the effective delivery of research-based, data-driven teaching and learning models focused on integrating CTE and Common Core State Standards
- Communicate effectively both orally and in writing
- Interpret, apply, and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Follow all policies and procedures of the Sonoma County Office of Education as it pertains to budget and personnel practices

Employment Standards:

The successful candidate will:

- Demonstrate the following knowledge and abilities:
 - Knowledge of curriculum and an ability to converse and be credible with faculty at both the K-12 and community college levels about curriculum, teaching and learning
 - Shared governance principles, recognize the importance of the democratic process and foster open communication among all divisions, programs and services; adhere to principles of trust teamwork and collaboration;
 - Foster collaboration between educators, industry professionals and community leaders toward common goals
 - Work effectively with diverse students, staff and faculty, both individually and as team members;
 - Effective oral and written communications
- Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college and K-12 students
- Establishing structures that invite industry, educators, parent and community interaction and build student voice opportunities
- Managing resources to accomplish long and short-term program goals
- Designing and presenting professional development activities and information presentations
- Initiate partnerships and collaboration across agencies
- Work both independently and with a variety of individuals and groups
- Manage and prioritize multiple responsibilities
- Establish and maintain appropriate deadlines
- Use and apply appropriate technology

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Possession of an advanced Degree from an accredited college or university preferred.

Experience:

- Three (3) year of full-time managerial experience, formal training or leadership in an area related to CTE, workforce, economic and community development.
- Experience facilitating and leading diverse personnel in team building, conflict resolution and team projects.
- Resource development experience with grants, foundations or similar development activities.
- Educational experience (experience working as faculty or administrator in the K-12 and/or community college systems).
- Sensitivity and commitment to the crucial role that diversity and pluralism play in a community college.
- Understanding of workforce development systems and how employers and industry partners are the demand drivers for education and workforce programs.
- Understanding of work-based learning.
- Planning, implementing, administering, and evaluating programs and services
- Demonstrated experience in directing complex partnerships
- Managing large-scale, collaborative projects
- Employing, supervising and evaluating staff members
- Developing, managing and administering complex budgets.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Requires visual acuity sufficient to recognize people, words, and numbers.
- Requires hand-eye-arm and finger dexterity, and repetitive arm and hand movement, to use a personal computer keyboards and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine and complex conversations.
- Must have normal vision, corrected or uncorrected.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illness, injuries, infections and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California drivers license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.