



West Valley - Mission
Community College District

CLASS SPECIFICATION

DIRECTOR, EDUCATIONAL PARTNERSHIPS

Academic Administrative Position (Exempt Status)
Administrative Salary Schedule – Range 25

DEFINITION

To plan, organize, direct, and coordinate the activities of college educational partnerships and instructional programs, including dual and concurrent enrollment, noncredit, contract education, and fee based community education; to coordinate activities with other academic divisions; and to provide highly complex staff assistance to the Vice President, Instruction.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Instruction.

Exercises direct supervision over assigned faculty, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement department goals, objectives, policies, and procedures.

Plan, organize, and direct instructional and student support programs, services, and initiatives including developing educational partnerships with local K-12 school districts, community organizations, correctional facilities, and regional adult education consortium.

Direct, oversee, and participate in the development of the department work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Prepare the department budget and budgets for revenue generating programs; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Develop, implement, and maintain new partnerships to support the college's enrollment growth strategies aligned with the college's strategic plan.

Work with faculty and staff to develop programs, including high school concurrent enrollment opportunities, aligned with the college's guided pathways framework, and support innovative curricula that assist students to succeed in transitioning from high school to the college's transfer, career technical education, and non-credit pathways.

Collaborate with educational program officers in regional jails and prisons to provide high value instruction to justice impacted students; coordinate with faculty and staff in the enrollment and instruction of students in correctional facilities and their continued pathways at the college.

Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; establish appropriate linkages to special populations or community groups served; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Demonstrate a high value for centering students and utilizing the college equity framework and equity plan in setting priorities and implementing institutional goals.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of educational program development and coordination at institutions of higher learning.

Pertinent rules, regulations and best practices associated with adult education, non-credit curriculum, services and support for justice-impacted students, concurrent enrollment, contract education, and non-credit education.

Principles and techniques used in developing grant proposals and draft agreements for sponsorships, partnerships, and collaborative initiatives.

Techniques and practices of marketing, promotion, and public relations.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent local, state, and federal rules, regulations and laws.

Principles and practices of participatory governance and effective practices of adult teaching and learning.

Modern office practices, methods, and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training, and personnel management.

Ability to:

Organize and direct the operations and activities of the college's educational partnerships.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply district, division, and department policies, procedures, rules and regulations.

Supervise, train, and evaluate staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

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

Experience:

Five years of increasingly responsible experience developing instructional or student services programs in an educational setting, including two years of administrative and management responsibility.

Education:

Equivalent to a Master's degree from an accredited college or university with major course work in education, student services, entrepreneurship, management, or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

EEO Category: Executive/Administrative/Managerial

Date Approved: February 10, 2023