

Director, Career Technical Education (CTE)
Porterville College
Kern Community College District
JOB DESCRIPTION

Definition

Under the general direction of the assigned supervisor, the Director of Career Technical Education (CTE) provides leadership and oversight to administer, enhance and expand the functions and activities of the colleges Career Technical Education (CTE) program.

Examples of Duties

1. Provide leadership in the administration of CTE programs in accordance with laws, regulations, and District policies.
2. Regularly monitor CTE, SWP, and PERKINS funding policies, terms, and conditions.
3. Keep abreast of institutional planning and assessment efforts as they relate to Career Technical Education (CTE) programs and SWP projects.
4. Collaborate with program faculty and CTE dean to assess labor market data supplied by Center of Excellence and curated California Community College Chancellor's Office (CCCCO) data sources; prepare plans to address supply gaps for "middle skills" jobs for review by the CTE advisory committee and the appropriate administrators.
5. Work with faculty and CTE dean to develop complete local and regional plans in collaboration with other CTE categorical fund leads.
6. Act as a liaison with local and county workforce agencies to facilitate planning efforts.
7. Assist in establishing and maintaining relationships with employers, developing and promoting employment opportunities for students. In conjunction with program faculty, facilitate the development and implementation of an effective evaluation and assessment process for each project. In collaboration with CTE dean, oversee and coordinate program faculty efforts to achieve objectives as stated in each approved local and regional work plan
8. Seek additional funding sources and initiate and administer grants as appropriate.

Examples of Duties (continued)

9. Attend department meetings, program advisory meetings, regional advisory meetings, and other relevant meetings in support of CTE Initiatives.
10. Develop goals, objectives, and outcomes of CTE initiatives.
11. Supervise collation and analysis of data to evaluate progress on achievement of Strong Workforce goals and objectives.
12. Engage and attend industry meetings and events related to CTE/Workforce initiatives.
13. Develop and coordinate advisory council consisting of business, industry leaders, Workforce Innovation and Opportunity Act representatives, Workforce Development Board representatives.
14. Develop and administer budgets.
15. Monitor compliance for appropriate utilization of local and regional CTE and SWP funds and track encumbrances and expenditures with assistance from Fiscal Services.
16. Prepare reports on progress toward CTE, SWP, and PERKINS plan objectives on a regular basis.
17. Ensure adherence to all applicable district, Fiscal Agent, and Chancellor's Office requirements; oversee preparation and submission of required quarterly and final reports to the CCCCCO.
18. Hire, supervise, and evaluate staff assigned to serve as support for CTE Initiatives.
19. As needed, collaborate with regional partners to achieve CTE and SWP Initiatives.
20. Establish and maintain strong, cooperative, and effective working relationships with faculty, staff, students, and community partnerships.
21. Perform other related duties as required.

Minimum Qualifications

- Master's degree from an accredited college/university and two (2) years reasonably related experience **OR** a bachelor's degree and four (4) years reasonably related experience.
- Some demonstrated experiences with public relations, marketing, event management and/or sales is desired.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Pertinent State and Federal laws, codes, statutes, and regulations.
- Mission, procedures, and operations of California Community Colleges.
- Principles and practices of supervision, training, and evaluation.
- Principles of public speaking, marketing, communications, or sales.
- Budgeting and fiscal reporting.
- Interpersonal skills using tact, patience, and courtesy.
- Labor market data, industry trends, and Career/Vocational Technical Education; particularly, as it relates to the State of California.

Ability to:

- Demonstrate leadership abilities.
- Envision and effectively organize and supervise the day-to-day operation of assigned area. Develop, implement, and assess program goals and outcomes.
- Understand, communicate, and explain college programs and procedures.
- Work independently and with initiative while creating new programs and opportunities.
- Plan and organize work. Prioritize and schedule work; train and provide work directions to others.
- Maintain records and prepare reports and procedural documentation.
- Communicate effectively both orally and in writing.
- Represent the college in a professional manner.
- Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.
- Establish and maintain collaborative and effective working relationships with a variety of college staff and community partners.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned

essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

| Ratings | Essential Physical Requirements |
|----------------|--------------------------------------------------------------------------------------------|
| 3 | Ability to work at a desk, conference table or in meetings of various configurations. |
| 1 | Ability to stand for extended periods of time. |
| 4 | Ability to sit for extended periods of time. |
| 4 | Ability to see for purposes of reading printed matter. |
| 4 | Ability to hear and understand speech at normal levels. |
| 3 | Ability to communicate so others will be able to clearly understand a normal conversation. |
| 1 or 2 | Ability to lift 10 pounds. |
| 1 or 2 | Ability to carry 10 pounds. |
| 4 | Ability to operate office equipment. |

Status/Rationale

This is a classified administrator.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

R.4.2023