



REGIONAL DIRECTOR, INSTRUCTION

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, reviews, and provides leadership for the advancement of the District's career technical education and workforce training programs; serves as a member of the Inland Empire/Desert Regional Consortium (IEDRC), contributing to the annual workplan and designing programs and courses to meet student and industry needs for workforce competence and advancement; develops and manages strategic partnerships; secures program funding from federal, state, private, and corporate partners; connects colleges with opportunities to enrich career technical education and workforce training; provides complex and responsible consultation and support to the Dean, Instruction in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean, Instruction. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, coordinating, and providing leadership and input into the operations, and programs of a major service area supporting the District's business, administration, instructional and student support operations. Incumbents at this level assume responsibility for administrative, long- and short-term planning, and grant monitoring responsibilities; in addition, through collaboration with internal and external stakeholders, they recommend and implement the District's strategies for developing career technical education and workforce training programs which align with the attraction, retention and academic success of students. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the strategic development and implementation of IEDRC programs, policies, and measurements to advance the region's career technical education and workforce training programs at an organizational and community engagement level.
- Participates in developing, managing, implementing, and evaluating a comprehensive workplan to achieve goals and performance measures consistent with the District's strategy, mission and goals; evaluates plan effectiveness by monitoring and tracking progress toward strategic goals and initiatives, and reporting on metrics and performance measures; and recommends changes to improve outcomes.
- Collaborates and builds coalitions with a wide variety of educational and industry partners to identify priorities, workforce supply and demand, employee skills gaps, and industry and technology trends; analyzes workforce and labor statistics and makes recommendations for the development, implementation, and modification of technical education and workforce training programs for student success.
- Cultivates and works with advisory committees to establish collaborative relationships and promote

technical education and workforce training programs, and engages industry employers in IEDRC initiatives.

- Participates in the development, administration, and monitoring of assigned project budget(s) and fiscal activities; tracks expenditures; projects future funding needs; identifies appropriate and available funding sources; responds to questions regarding appropriate uses of funding; maintains relevant records and documentation.
- Establishes strategic partnerships to support the growth and development of the IEDRC; secures funding and administers contracts from state and federal funding partners, private foundations, corporate sponsorships and other appropriate partners; ensure compliance with funding requirements.
- Represents the District in local and regional workforce education and training initiatives; develops and expands programs and potential partnerships with appropriate industries, high schools, community organizations, and universities as they relate to career technical education programs; investigates apprenticeship programs as appropriate.
- Oversees and participates in conducting a variety of analytical, organizational, and operational studies regarding programmatic activities, in order to support program expansion and development; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations; submits items for consideration by District executives.
- Develops collaborative working relationships with California IEDRC Regional Leads, state agencies, legislatures, and other relevant governmental agencies, and public and private entities; delivers public program updates to the above stakeholders and partners.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Prepares and submits necessary program/project reports to funding and regulatory agencies and ensures compliance with regulatory guidelines.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by IEDRC, or the State Chancellor's Office.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- District mission, vision, and strategies for the development of career technical education and workforce training programs.
- Methods and techniques of building relationships among multiple stakeholders to enhance education and training opportunities throughout the region.
- Industry related technologies, current needs and future trends including political and economic considerations and ramifications.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Project management principles and practices.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles of higher education in community colleges, including the mission of the California Community Colleges.

- California Community College Workforce and Economic Development Programs.
- Research methods and techniques to evaluate current and future employment trends, and public and private sector workforce skill requirements.
- Public and private sources of funding for education programs, including grant and corporate funding.
- Applicable Federal, State, and local regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles and practices of fiscal management and strategic planning.
- Principles and practices of grant funding, sourcing, partnership opportunities, acquisition and operational and fiscal management.
- Methods and techniques of developing business, administrative and technical reports, correspondence and presentations.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- Techniques for effectively representing the District in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- Build relationships, provide leadership and work collaboratively and productively with all stakeholders including local and industry partnerships, IEDRC, faculty, students, administrators, support staff, unions, businesses, and the community.
- Apply business and industry expertise and fluency in articulating priorities to facilitate District initiatives and actions.
- Provide services to industry through facilitation of initiatives designed to increase economic development of the local and regional community, and to promote workforce development opportunities.
- Assess industry needs and develop timely deliverable solutions that meet regional needs.
- Recommend and implement program goals, objectives, practices, policies, procedures, and work standards.
- Develop and monitor budgets and effectively utilize resources.
- Manage a diverse range of projects.
- Utilize research data and assessment outcomes to enrich programs and services.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious and cultural backgrounds of community college students.

Education and Experience:

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

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration or another field related to the specific program(s) to which the position is assigned.

Experience:

- Five (5) years of increasingly responsible experience in the development, implementation, and management of workforce education/development programs.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; to operate a vehicle to attend meetings and visit sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.