

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR, REGIONAL OCCUPATIONAL PROGRAM (ROP)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

To develop, plan, coordinate, implement and administer a Regional Occupational Program (ROP) to provide students with entry-level and up-graded skills necessary to be successful in the job market, assuring compliance with all local, state and federal laws and regulations; and develop short and long-term strategies to meet those needs.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Dean of Career, Technical and Extended Education and exercises supervision over assigned staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

1. Plan, organize, direct and control the activities, services and operations of the regional occupational program; allocate personnel and resources to optimize efficiency and effectiveness.
2. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; promote and discipline personnel in accordance with established policies and procedures; monitor and evaluate contract training instructors teaching off campus at worksite locations.
3. Provide leadership for program development and develop policies and procedures for the regional occupational program to serve as representative or liaison with the San Diego County ROP.
4. Work closely with San Diego County ROP personnel to coordinate activities, assure compliance with regulations and to provide quality learning opportunities for ROP students.
5. Participate in the establishment and monitoring of the County-wide budget based on annual allocation; prepare annual claims.
6. Plan and develop programs and services; collect and evaluate data; develop course schedule and account for expenditures by program; submit annual proposals to the County.
7. Review and evaluate ROP curriculum to assure consistency with approved course goals and objectives; submit proposals for new courses and changes in accordance with ROP and District policies.
8. Counsel ROP students directly and/or refer to Career Center, Counseling Center and/or outside agencies when appropriate.

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9. Coordinate ROP activities with College Vocational Education programs to provide for most efficient use and sharing of resources; coordinate and collaborate with related District programs to maximize learning opportunities and resources.
10. Provide technical expertise and respond to questions, concerns and other issues related to assigned responsibilities.
11. Oversee the preparation of all program registration materials, the screening of registration forms and collection of fees as appropriate; oversee entire registration process of all ROP students.
12. Develop and monitor the budget and manage financial resources consistent with District policy and sound financial management; assure fiscal compliance and accountability with applicable laws and regulations.
13. Conduct a variety of organizational and operations studies and investigations; make modifications to existing programs, policies and procedures, as appropriate.
14. Comply with local, state and federal codes, laws and regulations including the Americans with Disabilities Act (ADA) regarding classroom selection and set-up.
15. Serve on a variety of District and community committees to ensure regional occupational program needs are represented and services are marketed.
16. Provide for the maintenance of program records and prepare a variety of reports, including financial, for submittal to the San Diego County Regional Occupational Program; prepare the year end claim.
17. Perform marketing, recruitment and outreach tasks, including preparing ROP schedule and flyers and functioning as liaison between District and high school programs.
18. Participate in shared governance through service on planning and/or operations committee and task forces.
19. Perform related duties as assigned or required.

**QUALIFICATIONS**

**Knowledge of:**

- Regional occupational programs and services.
- Matriculation process, objectives, policies and regulations.
- Applicable city, county, state and federal laws, codes and regulations; applicable sections of Education Code and Title 5 of the California Code of Regulations.
- Principles and practices of supervision, training and performance evaluation.
- Purchasing policies, procedures and practices.
- VTEA grants.
- Modern office procedures, methods and computer equipment including applicable software applications.

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**Knowledge of:**

- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- English usage, spelling, punctuation and grammar.
- Community College organization, operations, policies and objectives.
- Principles and practices of effective program marketing.

**Ability to:**

- Coordinate a large regional occupational program.
- Perform matriculation program reviews for each component function.
- Interpret applicable city, county, state and federal laws, codes including applicable sections of the Education Code and Title 5 of the California Code of Regulations.
- Train, evaluate and supervise personnel.
- Develop and administer goals, objectives and procedures.
- Effectively respond to all situations/incidents using sound judgment and decision making skills.
- Prepare and administer program budgets.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Maintain detailed records and prepare reports, proposals, policies and programs.
- Establish and maintain cooperative and effective working relationships with others.
- Prioritize, schedule timelines, plan and organize work.
- Develop appropriate marketing materials.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

**Experience:**

Five years of increasingly responsible experience in educational program especially related to vocational education including two years of administrative and supervisory responsibility.

**Education/Training:**

A Master's degree from an accredited college or university with major coursework in education or related field.

**License and/or Certificate:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

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**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor environment; exposure to computer screens, noise and electrical energy; driving to off-site locations; extensive contact with members of the community.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity for creating computer-generated work to read printed materials. Must be able to travel between sites.

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