



**Classification Title: Regional Director, Post-Secondary Engagement**

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| <b>Department:</b>                | Occupational and Noncredit Programs   | <b>EEO6 Code:</b>      | 1       |
| <b>Employment Group:</b>          | Educational Administrator   | <b>Salary Grade:</b>   | 68      |
| <b>Supervision Received From:</b> | Instructional Dean, Career, Technical and Extended Education                                    | <b>Date of Origin:</b> | 12/2022 |
| <b>Supervision Given:</b>         | Regional Coordinators, Supervisory, and Classified Staff within assigned area of responsibility | <b>Last Revision:</b>  | 12/2022 |

*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 by individual positions.*

**JOB SUMMARY.**

The Regional Director, Post-Secondary Engagement is responsible for facilitating and leading collaborative efforts by the community colleges in the San Diego Imperial Counties Community Colleges Regional Consortium (SDICCCRC) for Workforce Development and workforce development partners to achieve the region’s Strong Workforce Plan goals and activities. The Regional Director will partner with stakeholders to create a sustainable model that facilitates transitions from K-12, Adult Education, and workforce development programs into community colleges.

**DISTINGUISHING CHARACTERISTICS.**

Regional Director, Post-Secondary Engagement works under the general direction of the SDICCCRC Regional Chair and is responsible for interacting with regional workgroups to collaboratively set goals, strategies and workplans and to identify and secure the resources needed to meet workgroup objectives. The Regional Director has full management responsibility for the Post-Secondary Engagement division and personnel.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

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

1. Develops and implements plans and tools for the SDICCCRC to effectively collaborate with K-12, Adult Education, community colleges, and community organization stakeholders to develop career exploration, planning and educational programs.
2. Performs full supervisory activities, subject to management and concurrence and in accordance with relevant District and SDICCCRC policies, procedures, and applicable employee contracts/handbooks, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time as required; recommending reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
3. Collaborates with stakeholders to conduct needs assessment and gap analysis of regional career education outreach and recruitment activities and support programs; identifies barriers to student entry; facilitates identification of shared interests, setting of goals/objectives, and develops projects and workplans; identifies, documents and tracks individual

college and regional employer needs and trends and makes recommendations on potential service areas, industries and identified educational gaps.

4. Convenes and provides professional expertise to assigned regional workgroups including recruiting members, tracking action plans, process improvements or program enhancements and maintaining project records; supports the workgroups and facilitates communications within the consortium, with partners and to educational and community leadership to ensure stakeholders have access to critical information; disseminates all formal actions including minutes, records and data.
5. Assists regional community colleges with identifying and applying for grants and other sources of funding; identifies and overcomes any access barriers to funding sources and ensures the usage of apportionment and grant funding; contributes to development of annual grant-funded budgets; tracks performance against funding allocations to ensure compliance with legal mandates.
6. Plans, organizes and implements a variety of proactive and equitable outreach programs and services to target students from a wide variety of settings including adult education/noncredit programs, middle schools and high schools, self-referred, community programs, including those for the formerly incarcerated, and workforce development programs; engages prospective students in career exploration and planning prior to enrollment in community college.
7. Develops and aligns curriculum and information to students about educational options, pathways, and available services to assist students in making seamless transitions to community college.
8. Engages pathway students in acceleration opportunities, such as Early College Credit and Credit for Prior Learning programs to support timely and effective transitions and long-term success, especially for disproportionately impacted students; assists colleges in the development of differentiated and streamlined intake and orientation processes.
9. Researches best practices and market intelligence information; collects and analyzes complex data sets, prepares narrative and statistical reports; develops presentations of research findings appropriate to various audiences; develops and monitors individual grant and program tracking/data and ensures SDICCCRC, state and federal guidelines are met; ensures accuracy and timely submission of mandated federal, state and county reporting.
10. Conducts presentations to stakeholder groups including college leadership to achieve a variety of goals including demonstration of need/progress, sharing value propositions for stakeholder consideration, identifying institutional barriers and methods to address them, and promoting assigned programs and plans.
11. Provides support and assistance to the Regional Chair and other Regional Directors as needed; maintains a variety of standard and specialized records and files; maintains spreadsheets and databases; generates sensitive and complex reports and documents; manages and directs development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

#### **Marginal Functions:**

1. Chairs, staffs and/or serves on statewide, regional and/or subregional committees and represents SDICCCRC at local, regional, state and national conferences, meetings, workshops and training seminars.
2. Performs related duties and responsibilities as required.

#### **QUALIFICATIONS.**

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

**Experience:** One year of formal training, internship, or leadership experience reasonably related to the position's responsibilities.

**Education/Training:** A master's degree from an accredited college or university.

**Licenses/Certificates:** Possession of a valid California driver's license by time of appointment.

**Knowledge of:**

1. Advanced principles, practices and techniques used in the analysis, evaluation, design, planning and project management of workforce development and career technical education programs.
2. Principles, practices and techniques of planning and facilitating workgroups, meetings, seminars and projects.
3. Principles, methods and practices applicable to the design and implementation of public relations, community outreach and marketing programs.
4. Funding mechanisms for community college and K12 instruction including apportionment, the Student Centered Funding Formula, and categorical funds.
5. Requirements, guidelines, rules and objectives applicable to workforce development and career technical education grants and general college programs and services.
6. Applicable federal, state and local laws, rules and regulations, including California Education Code and Administrative Code provisions and Career Technical Education standards of the California Department of Education.
7. Research methods and analysis techniques.
8. Principles, practices and methods of budget development/management and grant tracking/monitoring.
9. Federal, state and local policies and directives applicable to areas of responsibility.
10. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
11. Safety policies and safe work practices applicable to the work.
12. SDICCCRC practices and procedures for purchasing and maintaining public records.
13. Principles and practices of effective management and supervision.
14. SDICCCRC human resources policies and labor contract provisions.

**Skill in:**

1. Working collaboratively with a variety of SDICCCRC colleges and stakeholders to successfully develop and implement Strong Workforce projects and outreach programs.
2. Working collaboratively with other members of the SDICCCRC staff to support each other's efforts and to address opportunities and challenges that can be best met through teamwork.
3. Developing a wide variety of community college, public agency, employer and community partnerships.
4. Analyzing and making sound recommendations on complex community college educational and industry needs, educational programming and partnership issues within areas of responsibility.
5. Soliciting and listening to diverse perspectives and facilitating understanding and convergence on a set of shared interests and common objectives.
6. Preparing and administering memorandums of understanding, partnership agreements, contracts, invoices and documents.
7. Preparing clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Presenting proposals and recommendations clearly, logically and persuasively.

9. Operating a computer and other standard office equipment and using spreadsheet, word processing and applicable software.
10. Communicating clearly and effectively and conveying sensitive information orally and in writing.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
12. Understanding, interpreting, explaining and applying applicable laws, codes and ordinances.
13. Exercising tact and diplomacy in dealing with complex and confidential issues and situations.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.

### **WORKING CONDITIONS.**

**Environmental Conditions:** The incumbent typically works in an office and the noise level is usually quiet; interacts with students, faculty, administrators, staff and the public, occasionally with dissatisfied or abusive individuals. Employee is required to travel to locations other than assigned work site and may be required to work evenings, holidays and weekends.

**Physical Conditions:** Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation. Position requires travel to District and other locations.

### **TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding. This is an appointed position by SDICCCRC, which may include working at various District and Regional sites and/or working in a hybrid environment.