



Director, Secondary Educational Partnerships (SBVC)

Management Range: 18

Board Approved: 03/09/2023

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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; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

Under the administrative direction of the assigned Dean, the Director, Secondary Educational Partnerships provides leadership, management, and overall coordination for Dual Enrollment Programs, Middle College High School Program, and Secondary Articulations. The Director works collaboratively with external and internal partners, e.g. faculty, deans, secondary partners, and adult education partners to facilitate the offerings of programs, pathways, and courses to enable student progress toward their educational goals. The Director provides direct supervision of faculty and classified staff assigned to the department and other designated programs and is responsible for the overall functioning of the assigned areas.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Provide leadership and oversight for the implementation of the college's secondary educational programs such as, but not limited to the Middle College High School Program, Early College High School Program, credit and non-credit dual enrollment, CCAP partnerships, and secondary articulation.
2. Establish goals and objectives for assigned areas of responsibility in alignment with strategic plans and administrative program review.
3. Establish and sustain productive relationships with local school districts and community partners; develop relationships within and outside of the College to develop and sustain student recruitment and outreach partnerships; work with administrators and counselors at schools in the district and within the College to deepen stakeholder partnerships across sectors.
4. Coordinate partnerships with high school and adult education partners to build effective dual enrollment/CCAP programs.
5. Oversee the development of class schedule for each school site by collaborating with academic departments and divisions; ensure coordination of support services to faculty and students at high school sites.
6. Oversee the development and delivery of orientation activities for students and faculty in accordance with college policies and procedures.
7. Prepare, maintain, and submit records, reports, and memorandums of understanding (MOUs).
8. Track, monitor, evaluate and improve assigned areas of responsibility.



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9. Maintain current knowledge of trends and innovations in community colleges and higher education as it pertains to dual enrollment.
10. Collaborate to develop and implement effective recruitment marketing strategies related to college and Dual Enrollment Program, publications, distribution of brochures, catalogs, schedule of classes, and other recruitment materials; present at schools, districts, and community events.
11. Oversee the development and maintenance of the areas' websites and brochures.
12. Collaborate with District personnel, school districts, and other Local Education Agencies (LEAs) to ensure compliance with local, regional and state policies and procedures.
13. Monitor budget and expenditures within assigned area; ensures expenditures are within program guidelines and further the goals and objectives of program area.
14. Participate in grant-writing efforts with a focus on supporting college initiatives for assigned areas.
15. Recruit, hire, train, mentor, supervise, and evaluate assigned direct reports, staff, and faculty.
16. Assess and review assigned areas in the annual program review process; recommend data-driven improvements for effectiveness demonstrating collaborative and data-driven decision making in the program review and improvement process.
17. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
18. Serve on campus and District committees.
19. Performs related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a Student Development program.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Knowledge of California Community College philosophy and mission, Title 5 regulations and Education Codes related to dual enrollment, articulation, and K-12 education.
- Principles of group dynamics and intermediate leadership development training.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of technical, administrative, and financial report preparation and presentation.



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- Principles and practices of contract administration.
- Office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.
- California Community College and K-12 Dual Enrollment regulations and guidelines.

Ability to:

- Oversee and participate in the management of a comprehensive dual enrollment program for a College that includes a series of interrelated projects or functional areas of significant depth and complexity.
- Plan, organize, direct, coordinate, and evaluate assigned programs.
- Plan, schedule, and review the work of assigned staff.
- Advise and direct students in various organizational activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Participate in the preparation and administration of budgets.
- Work effectively under pressure, meet deadlines, and adjust to changing priorities.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical and learning disabilities.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Master's degree from an accredited college or university in education, student services, human services or a related field and/or discipline.

Required Experience:

Three (3) years of experience working in student services or closely related.

Experience that indicates sensitivity to and an understanding of the diverse academic socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel.

Preferred Experience:

1. One year of administrative or supervisory experience in an educational institution.
2. Experience in the California Community College System.



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office/classroom/clinical setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.