



**DIRECTOR, BUSINESS AND EDUCATION PARTNERSHIPS**

**DEPARTMENT:** Workforce Development

**COLLEGE:** Foothill College

**SALARY GRADE:** [A2/A3 – I](#)

**POSITION PURPOSE:**

Reporting to the Vice President of Workforce Development and Institutional Advancement, Foothill College, the Director of Business and Education Partnerships provides vision, leadership, and administrative oversight for the Apprenticeship Program, Internship Program, Contract Education Office (District-wide) and Economic Development Office (District-wide). Director serves as the Director of the Center for Training and Solutions at Foothill College. Director manages and supervises college functions to improve student employability in areas outside of the traditional Career Technical Education (CTE) programs. Director provides support to college in the pursuit, management, implementation, and reporting of grant programs. Director will coordinate very closely (for purpose of increasing student employability) with employers, businesses, the academic deans, district Community Education office, FHDA Foundation, Middlefield Campus, and grant requesting offices.

**NATURE and SCOPE:**

The Director of Business and Education Partnerships supervises program coordinators, administrative support staff, part-time instructors, and contractors.

The Director of Business and Education Partnerships is responsible for developing the division's budget and allocating funds; signing contracts with client organizations for delivery of programs and services; selecting and hiring staff, including instructors to provide customized training and instructional services; and determining salary levels for contract instructors.

The Director of Business and Education Partnerships works with deans, faculty, employers and others to improve the employability of Foothill students.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Provide leadership for the Apprenticeship Program, Internship Program, Contract Education Office (District-wide) and Economic Development Office (District-wide).
2. Manage college functions to improve student employability in areas outside of the traditional Career Technical Education (CTE) programs.
3. Coordinate with employers, businesses, the academic deans, district Community Education office, and Middlefield Campus/Education Center to promote a cooperative effort in achieving the goals of workforce development.
4. Director provides support to college in the pursuit, management; implementation and reporting of grant programs.
5. Provide leadership for the development and delivery of all customized training and instructional services (contract education) for business, industry, and government clients.
6. Assess client's technical and professional training and education needs; create customized training and instructional services to meet identified deficiencies; attend meetings of various business/industry advisory committees and councils.

7. Develop new and maintain ongoing contractual relationships with business, industry, and government clients; negotiate with client organizations; modify contracts as necessary; prepare reports for contracting organizations as requested; coordinate the delivery of customized training, instructional, and support services.
8. Select, assign, orient, train, supervise and evaluate the performance of assigned personnel and instructors.
9. Provide leadership and training for staff to ensure that staff remains aware of and familiar with workforce preparation compliance, contractual requirements, and obligations.
10. Provide strategic direction and oversight for new and continuing marketing activities to business, industry, and government clients.
11. Prepare and administer budgets; prepare justifications and recommendations; and assure maintenance of documentation.
12. Establish working relationships with external groups and organizations to promote workforce development.
13. Establish and maintain relationships with business, industry, and government agencies to promote the College's image and enhance communications to meet the workforce development needs of the community.
14. Identify locations for and coordinate the delivery of not for credit, credit or noncredit classes in business, industry, and government.
15. Lead or participate in various college, district-wide, regional meetings and/or committees for directors, managers, deans, learning communities, and tasks groups as required.
16. Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. District policies and procedures.
2. California Education Code.
3. District safety procedures.
4. Budget and finance.
5. Federal and State Labor Laws.
6. Faculty and classified union contracts.
7. Educational institution operation, related laws, regulations, business and administrative practices.
8. Computers: commonly used software and communication mediums.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals, producing written market-oriented materials and professional presentations.
3. Sales / marketing skills.
4. Leadership /management / supervisory skills.
5. Knowledge of pedagogy and adult learning theory.
6. Computer literacy, skilled in the operation of commonly used software, including Internet communication skills.
7. Organizational, time management, and problem solving abilities.

**Education and Experience:**

1. Master's degree.
2. Administrative experience or teaching and/or training experience in an accredited post-secondary institution or business with demonstrated success in an academic or training program.
3. Evidence of leadership abilities within an educational, business, or government institution.

Candidates who claim equivalent qualifications must provide conclusive evidence of their qualifications.

**Preferred Qualifications:**

1. Academic administration or community college teaching experience preferred.
2. Work experience in industry, business, and/or government.
3. Experience working with employers.
4. Experience in fiscal management.
5. Experience in personnel management.
6. Experience negotiating contracts/agreements.
7. Experience with apprenticeship and/or internship programs.
8. Experience supervising, managing, coordinating, or leading academic and/or training programs or services.
9. Experience with writing, obtaining, and managing grants.
10. Proficiency with information and communications technology.
11. Understanding of workforce issues specific to the Silicon Valley.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment; subject to travel to conduct work

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: April 2012; Revised: April 2014

Ed Code: H-10

Creditable Service: PERS