



FOOTHILL-DE ANZA
Community College District

Office of Human Resources and Equal Opportunity Administrator Job Description

DIRECTOR, PROFESSIONAL LEARNING NETWORK FOR THE KRAUSE CENTER FOR INNOVATION (KCI)

DEPARTMENT: Krause Center for Innovation

COLLEGE: Foothill College

SALARY GRADE: [A2/A3 – G](#)

POSITION PURPOSE:

Reporting to the Director of the Krause Center for Innovation (KCI), the Director of Professional Learning Network (PLN) will provide vision, leadership and implementation for the growth of the KCI statewide professional learning network. The director needs to have deep education experience in K-14 classrooms and administration, and a passion for the KCI mission, including transforming teaching and learning in K-14 classrooms, schools and districts throughout California.

NATURE and SCOPE:

The Director of Professional Learning Network will have the key responsibility to identify strategic potential affiliate partners, develop the partnerships, and support the affiliates' launch of KCI programs. The KCI has a goal to launch 13 PLN affiliates in the next 5 years, leveraging California Community College Workforce Development. Annual goals will be set that will be reviewed at quarterly with the Director of Business and Education Partnerships.

KEY DUTIES and RESPONSIBILITIES:

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

1. Lead and manage all aspects of the Professional Learning Network to ensure adherence to the college and KCI's vision and mission.
2. Recruit affiliate partners to the Professional Learning Network.
3. Develop and cultivate relationships that result in donations and grants to support the KCI growth plan as part of Foothill College.
4. Prepare and administer budgets related to the Professional Learning Network and grants/donations related to this significant outreach program; prepare justifications and recommendations, and assure maintenance of documentation.
5. Provide leadership and training for trainers and staff involved in this PLN Statewide.
6. Coordinate with other college and District staff and others to ensure proper support for unique or unusual programs.
7. Lead or participate in various college, district-wide, regional and statewide meetings for directors and managers as needed or required.
8. Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. District policies and procedures.
2. California Education Code.
3. District safety procedures.

4. Quality principles of trust, teamwork, and collaboration.
5. Principles and practices of higher education organizations and structures.
6. Principles of leadership, management, and supervision.

Skills and Abilities:

1. Demonstrate 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. Ability to provide leadership to a diverse group of faculty and staff.
3. Ability to handle difficult and sensitive issues and problems and resolve conflicts.
4. Ability to develop and manage budgets.
5. Ability to prioritize workload and conflicting demands.
6. Ability to demonstrate organizational, time management, analytical, and problem solving skills.
7. Excellent communication and presentation skills.
8. Ability to operate a computer and use related software.
9. Team player and collaborator with the KCI team.

Education and Experience:

1. Master's degree from an accredited college or university preferably in education, business, public administration or related field.
2. Teaching experience at either K-12 or community college.

Preferred Qualifications:

1. Administrative or business experience.
2. Experience in business management, leadership, and supervision.
3. Experience with information and communications technology, including educational technology.
4. Experience with strategic partnership development, involving complex projects.
5. Experience with business development and fundraising.
6. Experience in collaborative working environments and team building.
7. Established statewide connections in the education community.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. Subject to travel within California to represent the KCI with potential partners and to present on behalf of the KCI at Ed. Tech. conferences and events.

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: May 2015

Ed Code: H-10

Creditable Service: STRS