



DIRECTOR, K-14 PATHWAYS – REGIONAL TECHNICAL ASSISTANCE PROVIDERS (TAP)

DEPARTMENT: Office of Workforce Development

COLLEGE: Foothill (Middlefield Campus)

SALARY GRADE: [A2/A3 - H](#)

POSITION PURPOSE:

Reporting to the Dean, Foothill – De Anza Education Center, the Director of K-14 Pathways, Regional Technical Assistance Providers (TAP) provides vision, leadership, and administrative oversight for all aspects of the multiyear SB 1070 grant for the Bay Area Southwest Pathways Consortium. The grant is divided into three years: year one for planning; years two and three for implementation.

The consortium consists of fourteen bay area community colleges and affiliated high schools. The Director is project director for the SB 1070 grant and is responsible for attaining the primary objectives of the grant; identifies policies and procedures which need regional or state attention to modify or change in order to align systems that will improve the pathways students use to move from high school to college to employment. The Director plans, coordinates and conducts monthly SW consortia meetings; is responsible for oversight of workgroups and monitoring progress on grant tasks; utilizing recommendations from workgroups, establishes a regional strategic plan that will guide the implementation of the grant, build upon existing regional and state structures and leverage resources, leadership, and investments to implement sustainable policies and infrastructure within the region; identifies and fosters relationships with stakeholders and key players within the local, regional and state education and workforce arenas.; work with other SB 1070 project directors, State Chancellor's office, faculty senates and other key stakeholders to develop action plans to address barriers and develop common policies and procedures through the system; manages the grant budget; attends regional and state meetings.

NATURE and SCOPE:

This position has primary responsibility for the SB 1070 Pathways Southwest Consortium grant. Due to the nature of leading and managing a regional grant designed to change policies and procedures, this director's position has a high degree of independence. Because of collaboration and coordination requirements this position must frequently collaborate with faculty and administrator at high schools and community colleges. This position is responsible for identifying issues and developing an implementation plan to improve CTE pathways for students. This position will also work closely with local business, government and non-profit leaders.

KEY DUTIES and RESPONSIBILITIES:

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

1. Responsible for the leadership, vision and management for the SB 1070 Southwest Pathways Consortium grant.
2. Plan, coordinate, and conduct monthly SWPC meetings.
3. Oversight of the workgroups and monitoring progression of tasks and attaining primary objectives.
4. Budget Management.
5. Attending regional and state meetings.
6. Identify and foster relationships with stakeholders and key players within the local, regional and state education and workforce arenas.
7. Identify policies and procedures, which need regional or state attention to modify or change in order to align systems; work with other SB1070 Pathway project directors, State Chancellor's office, faculty senates and other key stakeholders to develop action plans to address barriers and develop common policies and procedures through the system.
8. Utilize recommendations from workgroups in order to establish a regional strategic plan that will guide the implementation stages of the grant
9. Infrastructure & Sustainability: Develop a sustainable plan that builds upon existing regional and state structures and leverages resources, leadership, and investments to implement sustainable policies and infrastructure within the region.

10. Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

1. Personnel management.
2. Facilities management.
3. Working knowledge of all applicable laws, regulations, guidelines, and collective bargaining agreements, OSHA regulations, Title V, and Education Code.
4. Computer technology.
5. District and college policies and procedures to include college governance policies.

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 complex proposals and presentations.
3. Proven management and problem solving skills.
4. Entrepreneurial or fund raising skills
5. Excellent supervisory and leadership skills.
6. Persuasive and cooperative skills.

Education and Experience:

1. Bachelor's degree.
2. One year of administrative experience, formal training, internship or leadership in any related field.

Preferred Qualifications:

1. Master's degree.
2. Two (2) or three (3) year's management and supervisory experience, preferably in community college setting.
3. Teaching experience, preferably in community college setting.
4. Experience in budget management.
5. Experience in facility management.
6. Experience supervising, managing, coordinating or leading academic programs.
7. Experience with partnerships between business and education institutions.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and/or on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to view computer monitor and read various materials.
4. Regularly stand, walk, and sit for extended periods of time.
5. Lift light to moderate objects up to 20 lbs.

Date Approved: January 2014; Revised: January 2016; July 2019

Ed Code: H-11

Creditable Service: PERS