



## Position Description

<b>Position:</b> Career Technical Education Programs Supervisor	<b>Position Number:</b> 488701
<b>Department:</b> Science, Engineering and Health Sciences	<b>FLSA:</b> Exempt
<b>Reports to:</b> Dean of Science, Engineering and Health Sciences	<b>Salary Range:</b> 10

### Summary

Under general direction of the dean of science, engineering and health sciences, the position of vocational education programs supervisor acquires and implements special projects designed to serve all students and increase access to high quality instruction. Primary assignment includes, but is not limited to, project coordination of tech prep grant that connects personnel, students and their parents with secondary and post-secondary agencies.

### Essential Duties and Responsibilities

- Manage federal- and state-funded grants awarded by the California Chancellor's office. Analyze grant guidelines, requirements, and regulations. Develop proposal, collaborate with partners, prepare budget. Apply for and win grant award. Set up framework, deliverables, and products--timelines. Implement activities effectively and efficiently, manage funds. Maintain and grow relationships with stakeholders. Deliver, produce, and report progress and final status.
- Provide administrative support to an assigned instructional unit (e.g., department of health sciences).
- Build partnerships and alliances that advance the mission of the District, identify initiatives that include potential revenue opportunities that support the vision.
- Liaison to all District partners. Maintain and nurture productive and trusting relationships.
- Perform related duties as assigned.

### Qualifications

#### **Knowledge and Skills**

- Knowledge of secondary and post-secondary school systems and related governance.
- Requires in-depth knowledge of applicable federal, state, regional, county, and local regulations.
- Knowledge of vocational education programs.
- Knowledge of course and program articulation.
- Knowledge of the California community college system.
- Knowledge of the District's Tech Prep program.
- Knowledge of VETA.
- Knowledge of various software programs, and commonly used office equipment (i.e., computer, calculator, fax machine, etc.).
- Management skills in budget formation and administration.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.



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- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Demonstrate proficiency in the legislative and budgetary process with specialization in education (trend analyses and revenue generation).
- Develop partnerships and stakeholder relationships that effectively transition students through an efficient process and results in master/academic success and promotion.
- Build and maintain intra and interagency relationships which are essential to build the collaboration that serves all learners across institutions.
- Participate in hiring, evaluation, and supervision of others.
- Provide marketing and promotions to increase the awareness of specific college programs.
- Plan, organize, and implement major events relative to specific college programs.
- Accurately maintain statistical information for reporting purposes.
- Interpret District policy and regulations, Education Code, and other appropriate governing laws.

### Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

### Education and Experience

- Possession of a bachelor's degree in education with at least five years experience implementing grants, managing special projects governed by local, state, and federal regulations. Master's degree is preferred.

### Licenses and Certificates

- Requires a valid driver's license.

### Working Conditions

- Work is performed indoors where minimal safety considerations exist.