



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF CAREER EDUCATION (GRANT FUNDED)

An Academic Supervisory Position (Exempt)
Grade 192E - Salary Schedule 35

A. Who We Are

The San Mateo County Community College District is committed to achieving educational equity for all students. As outlined in the District’s Strategic Plan, “success, equity, and social justice for our students are longstanding goals.” The District’s [“Students First” Strategic Plan](#) is focused on “Student Success, Equity and Social Justice.” We provide students with a rich and dynamic learning experience that embraces differences — emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

B. The College and the District

College of San Mateo is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 15,000 students each academic year. College of San Mateo has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on [College of San Mateo’s Office of Planning, Research and Institutional Effectiveness \(PRIE\)](#) website.

C. Who We Want

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

D. The Position

The Director of Career Education is a full-time 12-month position that will provide academic leadership, direction, and support for all of College of San Mateo’s students via the College’s Career and Workforce Hub.

The goal of the Career and Workforce Hub is to redesign students’ education to career connection through an

inclusive and dynamic process that responds to today's shifting economic landscape by using social media, job search sites, and hands-on career guidance that help match students' educational skills with employers' articulated workforce needs.

Under the supervision of the Director of Career Education, the Career and Workforce Hub will connect students to employment through an intentional and streamlined process. First students will develop career awareness by taking time proven assessments that will guide them to career paths with strong personality job fit indicators. Next students will receive resume and LinkedIn Profile guidance. CSM's Career Education team will then conduct mock interviews with students, introduce them to employers, and ultimately, help them connect with appropriate job matches for their skill sets.

The Director will be joining a leadership team that is expected to uphold values of social justice and equity.

This position is funded by the Strong Workforce Program Grant and may be eliminated once the grant funding has been exhausted.

E. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Plans, directs, organizes, and manages the administration of high-quality career education
2. Develops and solicits grants and external funding sources; administers grant funding
3. Develops systems and processes for the management and implementation of daily operations of grant funded projects
4. Initiates and oversees the development of career programs by working with College faculty and staff, business and industry, advisory groups, and other appropriate organizations
5. Meets with faculty, administrators, support staff, other College personnel, and grant collaborators on a regular basis to review new grant opportunities and review progress towards meeting grant objectives in existing grants
6. Serves as a College liaison to all college groups and develops partnerships with external agencies, including business and industry, high schools and universities, and other appropriate organizations
7. Ensures that funds are managed in compliance with guidelines, procedures, and within deadlines
8. Implements District rules and regulations, California Education Code, Title 5, and collective bargaining agreements as required
9. Manages Apprenticeship grant and other grant funds and ensures compliance with federal and state regulations
10. Serves as an active member of the College administrative team to address college-wide issues, concerns, and planning, including facilities restructuring and development
11. Directs, coordinates, and participates in short-range and long-range planning; conducts research and surveys to determine current effectiveness and future needs; prepares related reports and plans and shares with College community
12. Liaisons with business organizations, community and regional groups, other community colleges, and four-year colleges and universities
13. Analyzes business and industry trends to identify key workforce needs
14. Promotes and markets career and workforce development through presentations, brochures, correspondence, and other materials
15. Participates in a variety of committee and staff meetings in support of economic development programs and activities; and other related committee assignments as required, both on and off campus
16. Performs related duties as required or assigned

F. Requirements

- Possession of a Master's degree from an accredited institution in a field related to workforce, career and technical education OR equivalent
- One year of formal training or leadership experience reasonably related to community college career and technical education, grant writing and development and management of budgets
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

G. Physical/Other Requirements

This classification requires the ability to operate a motor vehicle to travel to a variety of off-site locations; ability to exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects weighing 35 pounds or less; ability to operate office equipment, including keyboard, mouse, and phone; ability to communicate and provide information to others; and ability to read printed material and computer monitor in order to perform the essential functions.

H. Knowledge, Skills & Abilities

1. Knowledge of community college career and technical education and workforce education practices
2. Knowledge of and experience in program development, management, and supervision
3. Ability to think innovatively and to recognize, respond to, and encourage faculty and staff innovation
4. Ability to learn, interpret, and successfully apply District policies, procedures, rules, and regulations
5. Skill in the development, implementation, and assessment of program outcomes that lead to student success
6. Demonstrated ability to communicate, both orally and in writing, and problem solve effectively with District and College administrators, faculty, staff, students, and the public
7. Ability to elicit and coordinate the expressed recommendations from faculty and staff, and ability to advocate effectively the program recommendations and its goals at College and District levels
8. Commitment to providing career services and internship opportunities that enhance College of San Mateo's students' transition into the 21st century workforce
9. Ability to advocate for enhanced and innovative technology systems, locally and District-wide, which support the work of Career and Technical Education and are aligned with the goals of Student Services and Instruction in support of the mission, vision and values of the College
10. Proficiency in the use of a variety of computer software to format, compose and prepare statistical, financial and narrative reports, presentations and other written materials
11. Understanding of and commitment to the role and purpose of the community college
12. Knowledge of and/or experience with federal regulations, Title 5/Education Code, California regulatory agencies, accreditation, and collective bargaining
13. Knowledge of basic research and planning methods
14. Experience in training, supervising, directing, and evaluating the work of others
15. Classroom teaching experience
16. Skill in respectful and sensitive communication with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds; sensitivity to the value in, and issues related to, successfully serving a culturally diverse student population