

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PROJECT MANAGER, CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

Grant Funded

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DESCRIPTION

The Chabot-Las Positas Community College District is seeking a Project Manager of Career and Technical Education (CTE) Programs. The Project Manager will be responsible for the development, direction, supervision, fiscal management and promotion of CTE programs which provide for-credit classes and programs to meet the training and educational needs of the community. This position involves direct collaboration with administrators, faculty and staff in planning and directing college goals and objectives. The Project Manager performs related duties as required. The position will report to the Dean of Academic Services.

This position is grant-funded and therefore subject to annual renewal based on availability of funds.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

Instruction

1. Foster and maintain high standards of instruction at off-campus instructional sites associated with CTE programs, providing leadership in establishing goals and objectives;
2. Work with dean and faculty across divisions to achieve enrollment targets and student success goals.
3. Work with dean, faculty, and staff to coordinate class schedules to ensure maximum utilization of facilities, maximum enrollments, and facilitation of student access to a cross section of courses to enable the college to reach its FTES goals.
4. Demonstrate a high value for student learning in setting priorities and implementing institutional goals;
5. Work with deans and other managers and faculty to plan, develop, coordinate, and evaluate division instructional offerings to meet student, program, community, and enrollment needs;
6. Promote an inclusive learning environment that guarantees equal access to educational opportunities for students with physical, learning and psychological disabilities;
7. Provide supervision to day, late afternoon, summer/evening, and weekend programs.

Administrative

1. Develop, direct, supervise, evaluate and provide leadership to the overall instructional and student services program and operations of CTE programs with the assistance of divisional faculty and staff;
2. Provide leadership to insure achievement of CTE grant objectives, as appropriate;
3. Plan and develop CTE budget and monitor expenditures and operations;
4. Provide leadership for enrollment management of CTE programs, including improvement of WSCH/FTE productivity, and in gathering and interpreting data for scheduling, staffing, planning, including student success, access and equity;
5. Formulate long-and short-range goals for CTE programs, including updating the college's master plan, strategic plan, and other planning documents and processes; conduct ongoing program review;
6. Promote and maintain high standards of instruction, counseling, and advising;
7. Provide leadership to insure that all necessary goods, services, and equipment are available at off-campus locations;
8. Work with fellow administrators to achieve established institutional goals and objectives;
9. Review and prepare budgeting priorities working in consultation with the Dean and faculty in accordance with the campus budget process; develop and generate statistical data and reports as they relate to planning and budget;
10. Uphold professional standards of behavior and ethics in support of the institution's published mission and values;
11. Develop and implement accountability procedures in all CTE processes;
12. Perform all other related and implied management duties and such others as may be assigned by the President or Vice President.

Supervision

1. Supervise and direct CTE programs, facilities, support functions and operations;
2. Assist deans in the evaluation of faculty performance, within the provisions of district policy and the faculty contract;
3. Supervise and evaluate the performance of assigned staff;
4. Assist deans in providing coordination in the recruitment, selection and assignment of faculty and staff, in accordance with College mission and District policies;
5. Work with college personnel to resolve student, staff and faculty complaints within CTE programs.

Communications, Marketing & Outreach

1. Foster community outreach and provide liaison with area schools, two- and four-year colleges, business and industry, and public sector to promote, develop and articulate College instructional offerings;
2. Design and conduct local area needs assessment for planning CTE offerings according to College needs, CTE, and grant plans;
3. Be an active community member by participating in relevant community organizations;
4. Establish and maintain actively collaborative and collegial working relationships with administrative counterparts and constituent leadership;
5. Work with College and District personnel in the design, marketing and promotion of CTE offerings based upon assessment of needs and trends within the community.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

1. Demonstrate strong interpersonal skills with ability to motivate and empower faculty, staff and students to succeed;
2. Ability to analyze complex issues and facilitate collaborative problem solving;
3. Ability to analyze faculty loads, enrollment figures and efficiency numbers;
4. Possess excellent communication skills both oral and written, and have the ability to develop and implement managerial systems;
5. Ability to be an active and contributing member of the administrative team, approaching individual and shared tasks with equal enthusiasm;
6. Ability to be an active and engaged member of the community, with a demonstrated commitment to empowering and encouraging students in off-campus locations to succeed;
7. Ability to be an active and contributing member of the college mission and values including teaching, learning, diversity and innovation.

MINIMUM EDUCATION & EXPERIENCE

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

1. Possession of a Master's degree;
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment;
3. Experience or qualifications relevant to oversight of College CTE programs and services;
4. Ability to demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

Desirable Qualifications:

1. Possess teaching experience in one or more disciplines offered by the College;
2. Ability to provide leadership who values learning, and possesses a strong awareness of the community college mission;
3. Ability to provide effective coordination, supervision, encouragement and support to faculty and staff.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.

APPOINTMENT

The Project Manager of Career and Technical Education (CTE) Programs shall be selected by the Governing Board upon the nomination of the District Chancellor.