

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

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## **EXECUTIVE DIRECTOR OF BAY AREA K-16 COLLABORATIVE**

### **CLASSIFIED MANAGEMENT CLASS SPECIFICATION**

*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.*

#### **MANAGEMENT RESPONSIBILITY**

The Executive Director of the Bay Area K-16 Collaborative is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board Policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District and college policies by making appropriate recommendations for improvements or additions to policies or procedures through his or her reporting authority and/or by serving on college and District-wide management councils.

#### **GENERAL DESCRIPTION**

The Executive Director of the Bay Area K-16 Collaborative (Collaborative) is responsible for the overall planning, development, quality, implementation, supervision, and evaluation of all Collaborative activities, including but not limited to day to day operations, general fundraising, and strategic planning; external communications, events management and community engagement; grant coordination, and technical assistance to oversee partner grant allocations and sub-agreements; maintaining relationships with Collaborative partners, and the conduct of various efforts designed to advance the image of the Collaborative in the community and statewide. The position provides leadership and strategic direction for the outcomes and long-term financial support of the Collaborative from sources external to the Collaborative' primary funding through effective performance; cultivating and soliciting fund sources; and managing, allocating, safeguarding and accounting grant resources. The Executive Director of the Bay Area K-16 Collaborative reports directly to the Vice Chancellor, Educational Services and Student Success.

The Chabot-Las Positas Community College District is the designated lead agency for the Bay Area K-16 Collaborative. The Collaborative is committed to sustainable intersegmental systems and direct services to students by leveraging existing infrastructure in our region. With equity and inclusion at its core, the Collaborative's focus is on increasing regional baccalaureate degree attainment and advancing career entry in key sectors to impact social mobility for individuals and families, thereby promoting social and economic growth.

#### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

The Executive Director of the Bay Area K-16 Collaborative shall:

1. Be responsible for the development, management and overall leadership of the Collaborative, and give direction and support to staff performing administrative and coordination support.

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2. Develop and maintain partnerships with educational organizations, government agencies, non-profit organizations, civic and philanthropic organizations, foundations, business organizations and councils so that the Collaborative is strategically positioned to meet stated goals, outcomes, and funding opportunities.
3. Assist the current Collaborative Principal Investigators who are designated Higher Education leaders at institutions, including CLPCCD, CSUs, and UCs, in the determination of direction and equitable advancement to ensure Bay Area students are prepared and included in pathways to baccalaureate degrees.
4. Participate in the initiation and implementation of new partnerships (e.g., new K-16 educational programs and partnerships with other entities) that fulfill the mission of the Collaborative. Plan and coordinate meetings between Collaborative leadership and potential partners to discuss partnership agreements and funding opportunities.
5. Provide leadership in shaping plans, reports, and proposals to successfully meet Collaborative funding needs while ensuring the requirements of funding agencies are met.
6. Develop, implement, and oversee a wide variety of programs and activities across the Bay Region spanning K12 to Career, including but not limited to student supports, dual enrollment, data exchange and agreements, work-based learning, aligned student learning outcomes, and seamless transitions.
7. Review student success trends, existing and potential organizational resources, industry factors, regulatory impacts, financial analysis and statistical indicators to develop plans and competitive grant proposals that support the aligned Educational Master Plans and Strategic Plans of the lead partners.
8. Review federal, state and local legislation to determine possible impact on student success interests and work with diverse members across the Collaborative to develop strategies to proactively respond.
9. Regularly consult with partners' key stakeholders such as departments, faculty, staff and students to identify programs and activities requiring support from the Collaborative.
10. Maintain and enhance relationships with partners through communications, online presence, and web-based materials for purposes of awareness and programming.
11. Represent the Chabot-Las Positas Community College District and Collaborative at local, regional, and state meetings, and various other civic and business-related councils and organizations for purposes of advancing the image of the Collaborative in the community.
12. Develop, implement and administer policies and procedures for the operation of the Collaborative that improve productivity and efficiency in developing, implementing and managing the long-term sustainability of the Collaborative.
13. Support the Vice Chancellor in exercising appropriate fiduciary oversight of Collaborative budgets, agreements, and adherence to fiscal policies.
14. Assure compliance with all pertinent federal, state and local laws and regulations applicable to educational programs and grants.
15. Prepare regular reports summarizing Collaborative accomplishments, awards, and the results of fundraising and other activities.
16. Contribute to the development of strategic plans and other long-range planning efforts consistent with the Collaborative's Mission, Vision and Values.
17. Perform other duties as assigned.

## **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.*

### **Knowledge of:**

1. Principles and practices of program goal planning and development, and process implementation and improvement;
2. Designing, implementing and managing of grant-funded programs for education and workforce development;
3. Implementing large scale education programs with regional and state stakeholders;
4. Community outreach and relationship building;
5. Budget development and financial analysis and reporting;
6. Data analysis and program development;
7. Effective procedures for providing a high level of customer service;
8. Manage multiple competing priorities and good organizational skills;
9. Modern office procedures/methods and comprehensive computer equipment and applications, including contract management;
10. English usage, spelling, vocabulary, grammar, and punctuation.

### **Ability to:**

1. Interact effectively with K12 and higher education leaders, industry leaders and other stakeholders to achieve program goals;
2. Provide leadership and turn an organizational vision into tangible plans for implementation;
3. Oversee the management of fiscal resources within budget parameters and the creation of timely and accurate financial reports.
4. Work collaboratively with various constituents to find viable solutions;
5. Resolve complex issues relating to broad administrative challenges;
6. Organize, prioritize, and manage multiple priorities and functions.
7. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work;
8. Perform fiscal research, report preparation, budgeting review and development;
9. Work with and communicate effectively with diverse constituencies including the local committees, community based-organizations, external partners and stakeholders;
10. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, instructors, clients and community members.

**Minimum Education & Experience** – *An equivalent combination of education and experience which indicates possession of knowledge and skills required to perform the duties of this position.*

### **Education:**

Completion of a Bachelor's Degree in any field from an accredited institution. A Master's degree is desirable.

### **Experience:**

Three or more years of demonstrated successful experience related to the assignment, which includes experience with TK-12 schools and institutions of higher education, working collaboratively in the planning, development, and implementation of grants management, lead role in securing grants, and an understanding of educational policies and procedures that impact student achievement and family and community engagement.

**PHYSICAL ACTIVITIES AND WORKING ENVIRONMENT:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites and locations.

**Physical:** Primary functions require standing, walking, stooping, reaching and manipulating (lifting, carrying, moving) light to medium weights of 10-30 pounds, sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. Performance of the duties of this job frequently involves sitting, reaching with hands and arms, talking, and hearing. This position also involves regular travel to various locations.

**NOTE:** This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

**APPOINTMENT:** The Executive Director of the Bay Area K-16 Collaborative programs shall be selected by the Governing Board upon the nomination of the District Chancellor.