

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR, EDUCATIONAL PARTNERSHIPS AND OUTREACH**

#### **THE POSITION**

The Director of Educational Partnerships and Outreach is an Educational Administrator position as designated by the Board of Trustees of the Desert Community College District. The Director is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Director is expected to make appropriate recommendations for modifications, additions, or deletions in policy and/or through the appropriate reporting authority.

Under the direction of the Superintendent/President, the Director is responsible for planning, managing, coordinating and evaluating the activities of educational partnerships, school relations, and outreach, and other related duties and responsibilities as assigned. The Director serves as a college liaison with public and private educational institutions to coordinate College of the Desert programs and services.

#### **REPRESENTATIVE DUTIES**

1. Oversee, coordinate and evaluate the District's K-12 and post-secondary programs and services. *E*
2. Ensure college programs and services are designed to support and facilitate educational access and opportunity. *E*
3. Monitor outreach activities to assess their impact on enrollment development, intervening as necessary to increase impact. *E*
4. Under supervision of the Office of the President, coordinates campus wide activities and events aimed at creating partnerships with K-12, post-secondary and community based organizations. *E*
5. Serve as a College liaison to public and private schools and community-based organizations. *E*
6. Develops outreach and maintains positive working relationships and partnerships with area K-12, post-secondary schools and community based organizations. *E*
7. Designs, develops and implements a comprehensive system of outreach services college-wide with the Vice-Presidents and appropriate administrators. *E*
8. Administer and serve as the colleges K-12 and postsecondary liaison for partnership and pathway programs. *E*
9. Establish a comprehensive university center in collaboration with public and private postsecondary institutions. *E*
10. Provide leadership, including program development and articulation with feeder schools, and transfer institutions. *E*
11. Interpret county, state and federal policy and legislation governing the administration, regulations, and perform other related duties. Coordinate program elements and services with regulatory and other external agencies. *E*
12. Provide leadership for K-12 and university school relations. Effectively work with school districts in implementing concurrent/dual enrollment programs. *E*
13. Develop annual goals and objectives for planning and evaluation purposes and operational efficiency. Prepare, oversee and administer budgets for all areas of responsibility. *E*
14. Develop and recommend policies and procedures relating to programs and services in areas of assignment. *E*
15. Manage, direct, and evaluate (as appropriate) the work of educational and classified administrators, faculty, and other support staff including the identification, selection, evaluations, and training. *E*
16. Advise faculty, administrators, staff, students, and the public regarding programs and services, policies and procedures, and state and federal laws and regulations. *E*
17. Integrate college-wide programs and services to address and meet student needs. Support learning centered instructional methodology, including curriculum development and course scheduling within area of assignment. *E*
18. Research, compile data and prepare reports related to the division's programs and services to include Program Review, progress indicators, Student Learning Outcomes, and special projects. Prepare external reports for external oversight agencies as appropriate. *E*
19. Regularly schedule and chair staff meetings and special meetings as needed. Serve on regular and special committees as assigned by the Superintendent/President. Participate in the Executive Cabinet for areas of responsibility. Participate in the participatory governance process, including the Educational Consortium,

Coachella Valley Economic Partnership (CVEP), College Planning Council, and constituency groups as appropriate. *E*

20. Seek and participate in professional development activities. *E*
21. Other duties and responsibilities as assigned.

### **REQUIRED PROFICIENCIES**

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, and harmonious manner.

### **KNOWLEDGE AND ABILITIES**

Requires knowledge and understanding of community college students, their diverse ethnic and cultural backgrounds and the wide variety of their ages and educational goals as found on a community college campus, and a demonstrated ability to work with people from this diverse population. Experienced working with or in programs designed for students to excel in K-12 offerings. Ability to become familiar with, or ability to, quickly gain knowledge of, state and federal laws relating to community colleges. Strong verbal, written, and interpersonal communication skills; communicate effectively with diverse constituencies, within and outside the District. Demonstrated organizational skills and management expertise including successful personnel and budget management. Develop and articulate a vision for a community college, learning-centered student support programs and services that includes the whole student. Demonstrated ability to serve as an effective leadership team member. Ability to implement new technologies as tools for learning, teaching, administering, and generally improve the work area or scope of work. Ability to lead the college in K-12 and post-secondary educational collaborations. Ability to work collegially with college faculty and staff to design, develop and implement approaches to address student needs. Ability to perform data mining and collection, analysis, and report writing.

### **MINIMUM QUALIFICATIONS:**

The Desert Community College District has established the following hiring criteria for all educational administrative positions:

Minimum qualifications for service as an Educational Administrator shall be both of the following in accordance with Title 5 section 53420:

- Possession of a master's degree; and
- Three years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

### **PREFERRED QUALIFICATIONS:**

Experience as a K-12 administrator.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

### **WORKING CONDITIONS**

Environment: Office environment. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

### **EMPLOYMENT STATUS**

Educational Administrator

*E:* Essential functions of the job.  
Leadership X

Updated description: September 16, 2016  
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