

DECEMBER 2019
FLSA: EXEMPT
SALARY GRADE: T
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, REGIONAL APPRENTICESHIP & WORK-BASED LEARNING PROGRAMS

BASIC FUNCTION: Under the direction of the area administrator, leads apprenticeship and Work-based Learning (WBL) programs for colleges in the Inland Empire/Desert Strong Workforce Consortium; manages apprenticeship program standards, rules, and regulations in compliance with appropriate government agencies and assists in developing effective WBL programs across the region by leveraging partnerships and resources.

SUPERVISORY RESPONSIBILITIES: Assigned District personnel.

REPRESENTATIVE DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Develops, manages, and markets apprenticeship and experiential learning programs and partnerships, and other grant projects.
2. Establishes and leads interagency partnerships with education, workforce and economic development stakeholders to streamline services and resources.
3. Researches and analyzes non-curriculum training and educational needs of the communities throughout the region.
4. Negotiates experiential learning pathways program agreements with employers and labor organizations in the region, provides appropriate education and training, and solicits funding and resources for co-sponsorship of programs from various businesses, labor representatives, colleges, and professional organizations.
5. Establishes a region-wide funding strategy and sustainability plan for apprenticeships and work-based learning.
6. Supervises and evaluates assigned staff; establishes goals and objectives for assigned area(s) of responsibility in concert with the strategic plan and administrative program review.
7. Establishes Youth Apprenticeship and Apprenticeship Pathways with regional K-12 districts.
8. Collaborates with marketing and public relations staff to develop and maintain a comprehensive marketing plan for apprenticeship programs and WBL.
9. Assists in developing and monitoring departmental budget; ensures expenditures comply with program rules and regulations.
10. Compiles data and generates reports to analyze program effectiveness and/or disseminate program information to stakeholders; makes recommendations for improved processes.
11. Represents the IE/Desert Strong Workforce Consortium with community, governmental and advisory groups applicable to economic and workforce development, and participate in local, regional, state, and federal activities and initiatives to promote the IE/Desert Strong Workforce Consortium and the District as needed.
12. Performs other duties as assigned.

EDUCATION AND EXPERIENCE: A bachelor's degree from an accredited institution in business administration, public administration, information systems, or related field; and three years of experience coordinating apprenticeship programs, conducting work-based learning activities, or managing career

advising/internship services. Experience must include one year of lead, supervisory or management experience; or an equivalent combination of education, training, and experience.

A master's degree is preferred.

LICENSES / CERTIFICATIONS REQUIRED: A valid driver's license.

KNOWLEDGE OF:

1. Principles of leadership;
2. Curriculum development and standards for academic, apprenticeship, and WBL programs
3. Budgetary planning;
4. Process improvement and development of policy and procedures;
5. Contemporary issues and challenges facing community colleges;
6. Laws, rules, and regulations pertaining to the administration of apprenticeship and WBL programs, budgets, and reporting.

ABILITY TO:

1. Work with diverse campus and community groups/organizations;
2. Develop, evaluate and support strong leadership skills among staff;
3. Build trust necessary to delegate effectively;
4. Engage in participatory decision making;
5. Lead and manage a professional staff;
6. Provide leadership and strategic direction for all educational programs engaged in apprenticeship and work-based learning
7. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

CONTACTS: District staff and personnel at various levels of the organization; federal, state and private funding agency program officers; administrators and various personnel from community colleges and educational agencies, federal, state, county and local government and regulatory agencies; employers and labor organizations; and community organizations.

PHYSICAL DEMANDS: Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works mainly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may occasionally visit apprenticeship or WBL environments and related hazards.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.

EXEMPT POSITION: This is an exempt position and is not subject to overtime.