Assistant Director, California Early College Demonstration Initiative (COF)

District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Director, California Early College Demonstration Initiative, the Assistant Director provides leadership for the day-to-day implementation, coordination, communications, technical assistance, resource development, and operational activities of the California Early College Demonstration Initiative (CECDI). The Assistant Director serves as the primary coordinator for project operations and partner engagement and leads statewide professional learning, technical assistance delivery, stakeholder communications, Early College Playbook development, event coordination, and implementation support activities for participating districts, colleges, and project partners. This position supervises project operations and works collaboratively with statewide partners to ensure successful implementation and continuous improvement of initiative goals and deliverables.

Examples of Duties

1. Coordinate development, monitoring, and implementation of annual project work plans, timelines, deliverables, and milestone tracking systems.

2. Lead day-to-day implementation and coordination of initiative activities to ensure completion of annual work plans, deliverables, milestones, and performance objectives.

3. Serve as the primary point of contact for participating districts, colleges, consultants, contractors, evaluators, and project partners regarding implementation activities and ongoing project support.

4. Coordinate statewide technical assistance activities, including coaching sessions, office hours, communities of practice, implementation consultations, and support services.

5. Develop annual statewide professional learning plans and coordinate implementation of convenings, workshops, webinars, trainings, and other learning opportunities.

6. Coordinate agenda development, speaker recruitment, presenter communications, participant registration, event evaluations, and post-event follow-up activities for statewide convenings, professional learning activities, and conferences.

7. Coordinate travel arrangements, lodging, registration, scheduling, meeting logistics, and related operational activities for project staff, consultants, speakers, and participants.

8. Research, prepare, and coordinate conference presentation proposals, speaking opportunities, publications, and dissemination activities aligned with project goals.

9. Develop and maintain project communication systems, including newsletters, implementation updates, calendars, listservs, websites, digital collaboration platforms, and stakeholder communications.

10. Facilitate ongoing communication and engagement among participating districts, colleges, educational partners, state agencies, workforce development organizations, Regional Consortiums, and K-16 Collaboratives.

11. Coordinate and facilitate recurring meetings, office hours, implementation check-ins, stakeholder workgroups, advisory groups, and communities of practice.

12. Lead development, maintenance, implementation, testing, user support, and continuous improvement of project websites, the California Early College Playbook, and other digital resource platforms, collaboration tools, and technology systems supporting the initiative.

13. Coordinate collection, review, organization, and dissemination of implementation tools, templates, case studies, promising practices, publications, and resource materials.

14. Manage project websites, digital resource libraries, implementation repositories, resource-sharing platforms, and related communication tools.

15. Coordinate site visit scheduling, agendas, logistics, facilitation, follow-up activities, and documentation for participating districts and project partners.

16. Support collection and organization of project data, implementation information, participation records, technical assistance activities, and evaluation materials.

17. Prepare draft reports, presentations, implementation summaries, resource guides, communications materials, and project documentation.

18. Monitor implementation progress across participating districts and colleges; identify emerging needs, coordinate technical assistance responses, and facilitate resolution of implementation challenges.

19. Assist with management of consultants, contractors, and project vendors, including monitoring deliverables, coordinating meetings, and supporting project implementation activities.

20. Supervise assigned project staff and coordinate activities among project personnel, consultants, and contractors.

21. Represent the initiative at meetings, conferences, professional development activities, and stakeholder engagement events as assigned.

22. Perform other related activities and duties as assigned.

Minimum Qualifications

- Master's degree from an accredited college or university.
- Five years of experience in secondary or higher education coordinating day-to-day office, program, or classroom operations, activities, and outcomes.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Project management principles and practices.
- Professional learning and technical assistance delivery models.
- Event planning, meeting management, and operational logistics.
- Budget monitoring, purchasing, contracts, and fiscal procedures.
- Communication strategies and stakeholder engagement practices.
- Website and digital platform management.
- Community college or K-12 systems, educational partnerships, and dual enrollment/early college programs.
- Data collection, reporting, and continuous improvement practices.

Ability to:

- Coordinate multiple complex projects simultaneously.
- Build and maintain collaborative relationships with diverse stakeholders.
- Plan and implement professional learning opportunities and large-scale events.
- Develop written communications, reports, presentations, and implementation resources.
- Organize and maintain detailed project records and documentation.
- Facilitate meetings and collaborative workgroups.
- Manage competing priorities and timelines effectively.
- Work independently while supporting a large multi-partner initiative.
- Communicate effectively both orally and in writing.
- Supervise and coordinate the work of assigned staff.

Working Conditions

Environment: Remote, with required travel and in-person meetings or events.

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1	Often—51-75 percent = 3
Occasional—25-50 percent = 2	Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position responsible for operational leadership, implementation coordination, technical assistance management, professional learning delivery, communications, stakeholder engagement, and statewide resource development activities supporting the California Early College Demonstration Initiative.

Signatures/Approval

_____ _____

(Employee's Signature) (Date)

_____ _____

(Supervisor's Signature) (Date)