Director, California Early College Demonstration Initiative (COF)

District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the administrative direction of the Assistant Vice Chancellor, Early College, or assigned supervisor, the Director, California Early College Demonstration Initiative provides leadership and is responsible for the planning, development, implementation, coordination, and evaluation of the California Early College Demonstration Initiative (CECDI) and related statewide projects. The Director provides strategic leadership for statewide early college and dual enrollment initiatives, including grant administration, fiscal oversight, technical assistance, professional learning, implementation support, evaluation coordination, resource development, and stakeholder engagement. The Director serves as the primary operational liaison with the California Community College Chancellor's Office (CCCCO), participating districts, colleges, state agencies, and project partners to support successful implementation, sustainability, and expansion of comprehensive early college models throughout California.

Examples of Duties

1. Provide leadership and oversight for the planning, implementation, administration, and continuous improvement of the California Early College Demonstration Initiative and related projects.

2. Direct statewide project management activities, including development and implementation of work plans, performance measures, timelines, reporting processes, and project deliverables.

3. Manage grant funding, budgets, expenditures, fiscal reporting, contracts, procurements, and compliance activities in accordance with applicable federal, state, district, and grant requirements.

4. Develop, negotiate, monitor, and evaluate contracts and agreements that support project implementation, evaluation, resource development, communications, technology solutions, and technical assistance services.

5. Lead statewide technical assistance efforts designed to support participating school districts, community colleges, and regional partners in the implementation of early college pathways and dual enrollment programs.

6. Coordinate statewide professional learning activities, communities of practice, convenings, workshops, conferences, and site visits that support project goals and stakeholder engagement.

7. Facilitate collaboration among the California Community College Chancellor's Office, California Department of Education, school districts, colleges, Regional Consortiums, K-16 Collaboratives, workforce development organizations, and other project partners.

8. Direct the development, dissemination, and continuous improvement of statewide implementation tools, publications, templates, digital resources, and the California Early College Playbook.

9. Coordinate project evaluation activities, including development of performance measures, data collection systems, reporting processes, and continuous improvement strategies.

10. Develop reports, presentations, policy recommendations, and implementation guidance for state agencies, funding agencies, educational partners, and project stakeholders.

11. Monitor project outcomes and implementation progress; identify challenges, develop mitigation strategies, and implement improvements to support achievement of project goals and deliverables.

12. Lead development of sustainability strategies, funding models, governance structures, and recommendations designed to support statewide expansion and replication of effective early college practices.

13. Research and pursue new funding opportunities that support college and career pathways, dual enrollment, early college, workforce development, and student success initiatives.

14. Hire, train, supervise, and evaluate assigned staff and consultants; establish performance expectations and monitor work assignments to ensure successful project implementation.

15. Participate in local, regional, state, and national meetings, conferences, committees, and professional organizations related to early college, dual enrollment, workforce development, college and career pathways, and educational innovation.

16. Represent Kern Community College District and the California Early College Demonstration Initiative before educational agencies, governmental organizations, community partners, and stakeholder groups.

17. Perform other related duties as assigned.

Minimum Qualifications

- Master's degree from an accredited college or university.

- Three years of increasingly responsible leadership or administrative experience in educational programs, grants administration, workforce development, educational partnerships, student success initiatives, dual enrollment, early college programs, career pathways, or related fields.

- Demonstrated experience managing complex projects, budgets, grants, contracts, partnerships, and program implementation activities.

- 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:

- Principles and practices of leadership, management, supervision, and organizational development.
- Federal, state, and local laws, regulations, policies, and reporting requirements applicable to higher education programs and grants.
- Grant administration, project management, strategic planning, and performance measurement.
- Budget development, fiscal management, contract administration, and financial reporting.
- Dual enrollment, early college, college and career pathways, workforce development, and student success initiatives.
- Evaluation methodologies, data analysis, reporting systems, and continuous improvement practices.
- Effective communication, facilitation, presentation, and stakeholder engagement strategies.
- Community college systems, educational partnerships, and public-sector governance structures.

Ability to:

- Provide strategic leadership for large-scale educational initiatives and statewide partnerships.
- Plan, organize, direct, and evaluate complex projects and programs.
- Manage multiple funding streams, contracts, and budgets while ensuring compliance with applicable requirements.
- Build collaborative relationships among educational institutions, governmental agencies, employers, community organizations, and other stakeholders.
- Analyze information, solve problems, exercise sound judgment, and implement effective solutions.
- Communicate effectively both orally and in writing.
- Prepare and deliver reports, presentations, recommendations, and policy guidance.
- Supervise, mentor, and evaluate assigned personnel.
- Establish and maintain cooperative working relationships with diverse stakeholders.

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 an educational administrator position. This position has direct responsibility for formulating, implementing, and overseeing statewide initiatives, grant-funded programs, and partnerships that support student access, college and career pathways, educational attainment, and workforce development throughout California.

Signatures/Approval

_____ _____

(Employee's Signature) (Date)

_____ _____

(Supervisor's Signature) (Date)