

**Associate Vice Chancellor,
Career Education & Workforce
Development
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

The Associate Vice Chancellor, Career Education and Workforce Development, reports directly to the Vice Chancellor, Workforce and Economic Development (WED), and provides management and support for the Career Education and Workforce Development programs and initiatives throughout the District. Other responsibilities will be assigned by the Vice Chancellor or Chancellor and may not be directly related to Career Education or Workforce and Economic Development.

Examples of Duties

1. Provide oversight and direction for the Central Valley/Mother Lode Regional Consortium (CRC), ensuring alignment and compliance with the workforce development framework, mission, and vision of the California Community Colleges Chancellor's Office (CCCCO).
2. Provide leadership and responsibility for the cultivation of regional collaborative communities so that practitioners and/or faculty are deeply engaged in the region's priority and emergent sectors.
3. Under the direction of the Vice Chancellor, WED provide management and support for the district's workforce and economic development programs and initiatives to assure the viability and legality of the programs, improve systems, maintain established academic and legislative standards, maximize career education opportunities for students and facilitate workforce development in the many communities served by the Kern Community College District.
4. Assist the Vice Chancellor in managing the effective execution and procurement and management of regional, state, national and district-wide workforce and economic development grants and categorical programs.
5. Manage assigned Directors and Managers and other program staff in the development of grants, categorical programs, not-for-credit, non-credit and college curriculum development as appropriate.

6. Request and review institutional research and evaluate student and program outcomes in Career Education areas.
7. Provide semi-annual reports that identify current student outcomes, regional and local labor market information, local and regional demographic information, and other relevant data related to KCCD's service area and the central motherlode region.
8. Assist the Vice Chancellor, WED, in the facilitation of district-wide strategic planning processes for CTE funded programs and ensure alignment with statewide and regional strategic plans, goals, and metrics.
9. Evaluate and make recommendations to the Vice Chancellor and college administration regarding improvements to Career Education programs, standards, policies, and procedures within the parameters of state and federal laws to meet District goals.
10. Coordinate with, and leverage efforts of other regional, statewide, and federal stakeholders to identify and connect priority sector needs and resources leading to outcomes that directly or indirectly improve student success and workforce wage gain.
11. Facilitate the development of community workforce programs that serve underserved populations through innovative practices to achieve both District and state goals.
12. Represent the district at public functions, on advisory boards, and/or committees as assigned.
13. Prepare agenda items for the Board of Trustees, which relate to (a) general District policy recommendations and (b) workforce & economic development.
14. Initiate, plan, organize, and conduct meetings, seminars, and training programs relating to workforce and economic development.
15. Assist the Vice Chancellor, WED to Interpret and ensure compliance with state and federal labor laws, IRS regulations, and Ed Code, Title 5, and KCCD rules and processes regarding the use of employees and contractors.
16. Oversee the development and functionality of relevant WED local and regional website(s), ensure appropriate evaluation and management of content and performance, and appropriate updates to website content.
17. Supervise and direct assigned employees, including performance reviews.
18. Resolve or assist in the resolution of problems and/or complaints and initiate corrective action as appropriate.
19. File annually with the Vice Chancellor, WED, a report of activities for the year.

20. Perform other duties as assigned by the Vice Chancellor, WED

Minimum Qualifications

Minimum:

- Master's Degree from an accredited college/university.
- Two years of management level experience reasonably related to the administrative assignment.
- Two years of experience in workforce development initiatives and/or CTE-related programming.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desired:

- Experience within a Community College.
- Experience with Career and Technical Education, Workforce Development and Economic Development programs and organizations.
- Experience managing grants.
- Experience developing curriculum and working with the approval process.

Knowledge and Abilities

Knowledge of:

- Principles of management, supervision, and training.
- Current practices/issues in economic & workforce development.
- State and federal laws, codes, regulations practices, and issues affecting economic & workforce development programs.
- Workforce & Economic development instructional and program development.
- California Community College curriculum development and approval process.
- Budget development, fiscal performance measures, and administration.
- Collaborative strategies for diverse groups/populations.
- Communicating effectively with individual and groups within the campus community as well as external audiences.
- Mission of comprehensive community colleges.

Ability to:

- Interpret laws, rules, and regulations affecting community colleges; to formulate policies and procedures; to compile clear, accurate statistical reports and surveys; to communicate effectively both orally and in writing; to coordinate/facilitate meetings; and to establish and maintain effective working relationships.

- Provide leadership, stimulate cooperation and collaboration of instructional staff and participate in professional organizations in economic & workforce development; assist in the administration of the economic & workforce development programs; supervise, evaluate, and assist assigned personnel; cooperate effectively with vocational advisory committees, College committees, and accrediting and licensing agencies.
- Embrace and work effectively within a system of participatory governance in a multi- campus environment.
- Facilitate change in a productive and positive manner.
- Conduct institutional research, and to prepare and administer grants.
- Effectively represent the District in the community.

Working Conditions

Environment: Office

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
4	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.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	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 and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)