

DEFINITION

Under general direction, plans, organizes, and provides oversight for all functions, programs, and activities of the Teacher Pathway Program, including ensuring program compliance with federalayce w-]TJ e

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean of Academic Affairs. Exercises direct and general supervision over technical and administrative support staff and independent consultants.

CLASS CHARACTERISTICS

This is a management classification that plans, oversees, and participates in the functions, operations, and activities of the Teacher Pathway Program, including short and long-term planning and development and administration of program policies, procedures, and services. The incumbent provides assistance to the Dean of Academic Affairs in a variety of administrative, coordinatiivet pro6Ty ofcitnd sliia that the latter has significant authority over and oversight of a broad cluster of academic units with responsibility for accomplishing planning and operational goals a for furthering District goals and objectives within general policy elines.

EXAMPLES OF TYPICAL FUNCTIONS

(Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can

- æ Principles and practices of grant funding, including techniques and methods of researching grant opportunities, identifying federal, state, private, and corporate funding organizations, securing and maintaining funding from external agencies, and complying with reporting requirements.
- æ Principles and practices of developing, implementing, and evaluating Teacher Pathway programs and services.
- æ Federal and state reporting and documentation requirements.
- æ Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- æ Principles and procedures of record keeping.
- æ Modern office practices, methods, and computer equipment and applications.
- æ Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, and legislative organizations.
- æ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socioeconomic, and ethnic groups.

Ability to:

- æ Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- æ Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.

Education and Experience:

- æ A master's degree from a college or university accredited by a regionally accrediting agency recognized by the United States Department of Education, and
- æ Two (2) years of professional leadership experience with educational projects, grants management, or program administration.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.