

## **JOB DESCRIPTION**

### **POSITION: CAREER TECHNICAL EDUCATION GRANT MANAGER**

#### **BASIC FUNCTION**

Under the direction of the Director of Vocational Programs, the CTE Grant Manager will be responsible for meeting the terms and deliverables of the CTE Community Collaborative, Perkins IV, and other grants assigned.

This position will research and assist in development of grant proposals related to CTE.

This position will be responsible for the development of the Career and Job Placement Center.

#### **REPRESENTATIVE DUTIES**

- ▶ Develop and implement programs that provide maximum number of students exposed to career exploration, development, and experience for 7<sup>th</sup> & 8<sup>th</sup> grade students, including career/employment opportunities in high growth business/industry sectors.
- ▶ Develop ways and methods to increase middle school students' perception of the relevance of postsecondary education and their understanding of career goals, interests, and aspirations.
- ▶ Increase the number of students who develop integrated academic/career development course plans, including course sequences that are consistent with career pathways.
- ▶ Provide direction and assistance with compliance with AB 2448 alignment of existing technical preparation programs and CTE curriculum between high schools and/or ROCPs and community colleges to create, expand or transform foundation CTE areas that support emerging career opportunities with the addition of new technologies or new conditions.
- ▶ Evaluate the contemporary skill needs of business and industries with CTE programs provided in high schools and ROCP.
- ▶ Investigate new and more relevant career and technical practicum models that integrate coursework and student internship for secondary students, such as ROCP teacher-supervised community classroom and cooperative work experience education methodologies, or orientation to apprenticeship programs in high wage, high growth sectors.

- ▶ Develop opportunities for teachers and faculty to work with business and industry for the hands-on experience in which they can take back lessons learned to students, other teachers and faculty, which may include up-to-date job competencies and requirements and current opportunities.
- ▶ Expand linkages and exchanges between community colleges, high schools, ROCPs, and the private sector.
- ▶ Develop a Career and Job Placement Center in partnership with the San Bernardino County Workforce Development Department where students and employers can learn about work-based learning opportunities.
- ▶ Develop and implement internship opportunities for CTE students.
- ▶ Assists the Director of vocational Programs in the implementation of any of a variety of duties related to general vocational programs.
- ▶ Performs other duties as assigned

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of :**

- ▶ Pertinent federal, state, and local laws, codes, and regulations as they pertain to employment. Group dynamics and interpersonal communication skills. Requires a working knowledge of the demographics of the community. Requires a working knowledge of the software on campus computers. Requires a well-developed human relations skill. Rules and regulations of the K-12 education system. Requires professional writing skills sufficient to prepare marketing-oriented materials and correspondence. District policies and procedures.

### **Ability to:**

- ▶ Plan, organize, and evaluate programs. Articulate clearly. Facilitate group processes with consistency and tact. Provide direction to employers and students. Demonstrate sensitivity to and an understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.

## **EDUCATION & EXPERIENCE**

Bachelor's degree from an accredited institution of higher education with at least 2 years of experience directly related to the duties and responsibilities specified.

**Desired:** Grant management experience. Experience in Career Technical Education at the Post-secondary and Secondary Level. Experience with Workforce and Economic Development. Knowledge of Cooperative Work Experience Education.

## **WORKING CONDITIONS**

### Environment:

Work is primarily performed indoors where minimal safety considerations exist. Some outdoor job site visits maybe required.

### Physical Abilities:

Requires ambulatory skills to retrieve work materials and files; to stand or sit at a counter for extended periods of time. Requires sufficient arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations with individuals and small groups in person and over the phone.

## **CONDITIONS OF EMPLOYMENT**

A full-time, 12-month, management position. Indexed to placement on the Administrative and Management Salary Schedule at the Manager I level. This position is subject to evening hours and weekends.

Board approved: 08/21/08