



Director, Workforce Development Programs and Partnerships

BASIC FUNCTION

Under the direction of the assigned supervisor, the Director of Workforce Development Programs and Partnerships plans, coordinates, and implements workforce development and non-traditional education initiatives, including early college credit, dual enrollment, work-based learning, adult education, and special projects; supports the advancement of grant-funded programs and District priorities; facilitates partnerships with internal and external stakeholders; manages assigned projects, budgets, and grant requirements; coordinates outreach and recruitment activities; prepares reports; and supervises assigned staff to ensure effective program implementation in accordance with District policies and applicable regulations.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished by its responsibility for coordinating and implementing multiple categorical and grant-funded workforce development and non-traditional instructional initiatives. The position focuses on program coordination, operational implementation, and compliance with funding requirements, and does not exercise independent authority over instructional programs or faculty or perform direct student employment services provided by other departments.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.

1. Coordinate and support the implementation of workforce development and non-traditional instructional initiatives, including Strong Workforce Program (SWP), Dual Enrollment, Credit by Exam (CBE), Adult Education, and special projects, under the direction of assigned leadership.
2. Coordinate and support work-based learning activities by tracking participation, supporting grant deliverables, and facilitating communication with external partners in alignment with program requirements.

3. Support the implementation, expansion, and sustainability of Early College Credit, Dual Enrollment, and Credit by Exam programs in collaboration with K–12 districts, faculty, counselors, and administrators.
4. Coordinate multiple program and project activities to ensure goals, objectives, timelines, and deliverables are achieved in accordance with grant and institutional requirements.
5. Assist with the development and monitoring of budgets, expenditures, categorical funding, and grant compliance requirements in coordination with assigned leadership.
6. Assist with identifying, recruiting, and supporting students participating in workforce development, early college credit, and adult education initiatives in coordination with appropriate departments.
7. Coordinate outreach, recruitment, marketing, and public information activities related to workforce development and non-traditional instructional programs.
8. Coordinate and maintain partnerships with K–12 districts, Adult Education providers, universities, businesses, industry representatives, government agencies, and community organizations to support program implementation.
9. Assist with identifying, recruiting, and supporting students participating in workforce development, early college credit, and adult education initiatives in coordination with appropriate departments.
10. Collaborate with faculty, staff, and administrators to support program implementation, pathway coordination, and student success initiatives in alignment with institutional priorities.
11. Organize and facilitate meetings, workshops, orientations, conferences, and professional development activities related to assigned programs and initiatives.
12. Participate in regional and campus-wide discussions related to workforce development, Strong Workforce Program initiatives, Adult Education, and educational partnerships.
13. Supervise and provide direction to assigned staff and support personnel in accordance with District policies.
14. Maintain accurate records, data, and documentation related to assigned projects and initiatives for reporting, audits, and program evaluation.
15. Promote the College and its programs to students, community members, and external partners through outreach and engagement activities.

16. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Knowledge of College, State, and federal policies, guidelines, standards, and requirements related to workforce development, Strong Workforce Program, Dual Enrollment, Adult Education, and Non-Credit instruction.
- Knowledge of Work-Based Learning models, employer engagement strategies, and workforce alignment practices.
- Knowledge of budgeting, grant administration, reporting, and fiscal compliance.
- Knowledge of community college organization, operations, and student support services.
- Knowledge of community demographics, labor market trends, and workforce development needs.

Skills and Abilities To:

- Ability to manage multiple projects, initiatives, and timelines simultaneously.
- Ability to prepare reports, maintain records, and analyze program effectiveness.
- Ability to coordinate outreach and recruitment activities.
- Ability to supervise and provide work direction to assigned staff.
- Ability to communicate effectively both orally and in writing with diverse constituencies.
- Ability to establish and maintain cooperative and effective working relationships with faculty, staff, students, administrators, industry partners, and community agencies.
- Ability to interpret and apply policies, procedures, regulations, and grant requirements.
- Ability to utilize computer systems, databases, spreadsheets, and other technology related to assigned responsibilities.
- Demonstrated planning, organizational, and leadership skills.
- Ability to work independently with minimum administrative direction.

Education and Experience:

Possession of a master's degree in education, counseling, psychology, social work, sociology, business, career development, or a related field.

And

At least one year of administrative, supervisory, project coordination, or workforce development experience related to the area of assignment.

Classification: Director, Workforce Development Programs and Partnerships / Range: 8 (Administrator Salary Schedule)/ FLSA Status: exempt

Date Approved: [insert date]

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Work is primarily performed in an office environment with frequent interaction with students, faculty, staff, and external partners. The position requires occasional travel to off-campus sites, including K–12 schools, community locations, and employer sites. The work environment involves regular interruptions, multiple priorities, and meeting strict deadlines.

Physical Demands:

Must be able to work at a desk, conference table, and in meetings of various configurations; sit for extended periods of time; stand for limited periods; see to read printed materials; hear and understand speech at normal levels; communicate clearly and effectively; use hands and fingers to operate office equipment and a computer for extended periods of time; and move throughout campus and off-site locations. May occasionally lift and carry objects weighing up to 10 pounds.

Mental Demands:

Must be able to work effectively in a fast-paced environment with frequent interruptions; manage multiple assignments, projects, and deadlines; exercise sound judgment and decision-making; analyze information and interpret policies and regulations; communicate effectively with diverse constituencies; and work independently and collaboratively while maintaining professionalism and attention to detail.