

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF REGIONAL OCCUPATIONAL PROGRAMS

BASIC FUNCTION:

Under the administrative leadership and direction of the Vice President for Academic Affairs, plan, coordinate, implement, and administer the activities and operations of the Regional Occupational Programs (ROP), a State-funded job training program providing students with entry-level and upgraded skills necessary for the job market; assume responsibility for ensuring program compliance with State regulations; and supervise assigned classified staff.

REPRESENTATIVE DUTIES:

Plan, coordinate, implement, direct, and provide administrative leadership for the programs and operations of the Regional Occupational Programs; manage the admissions, advising, and enrollment processes for students; perform a full range of general administrative responsibilities. *E*

Plan, implement, and manage procedures to support efficient operations of ROP; participate in the development and implementation of goals, objectives, and priorities for assigned programs and activities; implement plan and monitor progress. *E*

Participate in the development of new program offerings; coordinate with School Deans and Center Administrators to review, evaluate, and update ROP curriculum. *E*

Prepare and monitor ROP budgets in accordance with program guidelines; prepare annual expenditure claims and equipment inventory reports. *E*

Participate in the selection of ROP personnel; supervise and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. *E*

Ensure ROP programs are administered in compliance with State regulations; provide technical support to the Schools, Divisions, and Centers regarding ROP regulations, policies, and procedures. *E*

Provide technical and administrative assistance to the Vice President of Academic Affairs; conduct a variety of organizational studies, investigations, and operational studies; direct and participate in the preparation of a variety of statistical and narrative reports, records, and files related to assigned operations and programs. *E*

Maintain updated statistical data and analysis of curriculum offerings, faculty loads, and credential status. *E*

Coordinate assigned activities with those of other College programs and departments and outside agencies and organizations; coordinate ROP activities with College vocational programs; serve as liaison with the County Department of Education and regional ROP Coordinators for all program inquiries. *E*

Serve on internal and external committees, as appropriate; participate in regional ROP committees and meetings. *E*

Provide current job and career information to students, faculty, and administrators. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and operations of the Regional Occupational Programs.
Vocational/technical curriculum.
Job information and career trends.
Pertinent federal, state, and local laws, codes, and regulations including state ROP regulations and guidelines.
District policies and procedures.
Principles and practices of budget preparation and administration.
Principles of leadership, supervision, training, staff development, and staff evaluation.
Methods and techniques of research, analysis, and decision making.
Principles and procedures of statistical record keeping and report preparation.
English language usage, spelling, grammar, and punctuation.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Modern office procedures, methods, and equipment including computers and applicable software.

ABILITY TO:

Manage, direct, and provide effective leadership to assigned programs, projects, and activities.
Develop and administer goals, objectives, and procedures for the ROP office.
Analyze and assess policies, procedures, and programmatic needs and make appropriate adjustments.
Plan, organize, direct, and coordinate the work of support and technical staff.
Select, supervise, train, and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Interpret, apply, and explain applicable federal, state, and District policies, laws, and regulations related to assigned functions.
Learn and apply computer systems and software required by the San Diego County Department of Education.
Prepare and administer an operational budget.
Prepare clear and concise administrative reports.
Plan and organize multiple activities and tasks to meet schedules and time lines.
Conduct meetings and serve on committees.
Communicate effectively with the ROP unit of the San Diego County Department of Education.
Interact effectively with faculty, administrators, and staff.
Collaborate with faculty and School Deans on the curriculum and program offerings.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor's degree from an accredited college or university in a vocational discipline such as business, a health discipline, or related field and two years of increasingly responsible leadership experience. A Master's degree in a related field is desirable

Director of Regional Occupational Programs - Continued

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment.

Hearing and speaking to exchange information on the telephone or in person.

Sitting or standing for extended periods of time.

Seeing to read and verify data and prepare various materials.

Created: October, 2001

Johnson & Associates