

The position

Under the direction of the Associate Vice President for Career and Economic Development, coordinate and perform specific professional and technical responsibilities related to the District's workforce development, career exploration, K-12 collaboration, community collaborative, K-12 articulation, tech prep, and related special projects and grants. This position would have primary responsibilities for K-12 articulation activities; joint K-12/Hartnell College curriculum and program development; development and promotion of collaboratives with area ROPs, school districts, and industry organizations; effecting career exploration services at the middle and high school levels; and ensuring the successful progress and completion of the current and various District awarded projects in these fields. This professional will, as well, assist in maintaining control over assigned budgets, and projects; ensure that program milestones are met, assist the AVP with development of all report deliverables and related duties as assigned. This position will require substantial travel throughout our service area and beyond, public presentations, and frequent evening and weekend meetings, events, workshops, etc.

For more information, or to request an application packet, contact:

HUMAN RESOURCES &
EQUAL EMPLOYMENT OPPORTUNITY
411 CENTRAL AVENUE
SALINAS, CALIFORNIA 93901
(831) 755-6706
FAX: (831) 755-6937
work@hartnell.edu
www.hartnell.edu/hr

APPLICATION PROCEDURE

All applicants **must** provide the following items in order to be considered in the priority screening:

- 1) A Hartnell College application for Academic/Administrative positions.
- 2) A cover letter indicating how qualifications and employment standards are met.
- 3) A detailed resume.
- 4) College and/or university transcripts verifying educational requirements.
(Unofficial transcripts acceptable at time of application)

It is the applicant's responsibility to be sure that all required materials are in the Human Resources office by 4:30pm on the priority screening date for guaranteed review by the selection committee. Submit all application materials together. Applicants submitting incomplete application packets cannot be considered.

All documents included in your application file become the property of the college and will not be returned. Your file for this opening will not be considered for future openings.

EQUAL OPPORTUNITIES

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process.



HARTNELL
C O L L E G E

Employment Opportunity

DIRECTOR OF COMMUNITY COLLABORATIVES & ARTICULATION

Filing Deadline: Open Until Filled
Priority screening: January 5, 2009

REPRESENTATIVE DUTIES

- Serve as the District's community collaborative and K-12 articulation representative in the conduct of those duties required by various community collaborative grants, IDRC grants, tech prep grants, VTEA funding, ROP join programs, and related projects.
- Work (help to operationalize, initiate, guide, and oversee) with middle school, high school, school district, and Hartnell College personnel to develop career exploration programs and curriculum modules targeted at middle and high school students.
- Work (help to operationalize, initiate, guide, and oversee) with middle school, high school, and Hartnell College teachers and instructors to develop curricula required by grants and special projects in this topic area.
- Work (help to operationalize, initiate, guide and oversee) with industry groups and representatives to engage them in their provision of advice, participation, and service involvement in our projects related to career exploration, tech prep, career and technical education, community collaborative, curriculum development, joint ROP programs and events, and such similar activities with school districts and other organizations. This work will be done in close cooperation with the Office of Advancement to maximize the leverage of private funding and in-kind support on public grants.
- Work (help to operationalize, initiate, guide and oversee) with individual middle and high schools and their districts to develop/renew/update course and program articulation agreements with Hartnell College. In the conduct of this effort, work with Hartnell College instructors, programs, and division personnel to support the development of the curricula, policies, and agreements to effect such articulation.
- Assist in development of career exploration programs, activities and materials for middle and high school students, as required by our grant projects.
- Facilitate the development of a series of guest speakers from targeted industry sectors to middle school and high school classrooms, as required by our grant projects.
- Facilitate the counseling and educational planning support for middle and high school students, as required by our grant projects.
- Assist with the alignment and articulation of curricula between Hartnell College, ROP, and middle and high schools as required by our grant projects including the development of concurrent courses.
- Work with specific ROP and school district personnel assigned to our collaborative and joint program special grants and projects to ensure all project components are successfully addressed and completed.
- Work to develop and implement industry externship placement opportunities for CTE teachers and Hartnell College faculty.
- Work with faculty and school teachers to update and upgrade CTE curricula, as needed, to meet industry standards.
- Oversee the conduct of regular surveys of business and industry representatives to identify cutting edge and emerging skill standards and competencies to ensure programmatic and curricular relevancy.
- Solicit regular input from all grant, special project, and collaborative partners.
- Coordinate with appropriate units within the college in the development of programs and services to meet the goals of the assigned grants. This work will be done in close cooperation with the Office of Advancement to maximize the leverage of private funding and in-kind support on public grants. Plan, negotiate, coordinate and supervise the functions of the various assigned grants and submit reports as request.
- Maintain participant data and statistics; prepare budget reports, summaries, and related fiscal routines.
- Participate in various District meetings, committees and community meetings as required.

- Undertake project and program functions as a self-starter, often without direct supervision, operate a computer, assigned software and other office equipment.
- Assure compliance with District, state, federal, and funder rules, regulations and guidelines.
- Willingness to undertake extensive travel, evening, and weekend activities.
- Perform related Manager/Director duties as assigned.

MINIMUM QUALIFICATIONS*

- Must be sensitive to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.
- A bachelor's degree in business, public administration, education, social science, behavioral science or related field **OR**
- A teaching credential for middle school or high school instruction **AND** three years of professional experience in program management, educational leadership, academic instruction, community outreach, collaborative, curriculum development, career counseling or a related field is preferred.
- A Master's Degree, desired.

** Meeting the minimum and/or desired qualifications does not assure any candidate an interview.*

CONDITIONS OF EMPLOYMENT

Regular, full time, academic management position. Salary Range: M-IX (\$78,707 to \$92,143). District-assisted health and welfare coverage for employee and dependents includes medical, dental, and vision. Life, accident, and income protection insurance premiums are available for the employee only. State Teacher's Retirement System (STRS) membership is required. The District participates in contributions to STRS.