

**San Jose/Evergreen Community College District  
Classified Management Job Description**

**Position:** Director, East San Jose Educational Partnerships

**Department:** Student Services

**Location:** EVC/SJCC

**Date:** May 10, 2023

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## **POSITION PURPOSE**

Under general direction of an assigned administrator, the Director of East San Jose Educational Partnerships cultivates and oversees partnerships, course and program offerings in the community. The Director works with the college staff to deliver equitable and high quality academic and support services that possesses cultural, familial, and social strengths to increase the college success and completion rates of student from East San Jose. The Director is the College's representative to liaise with the assigned school districts, business partners, and the local community in the assigned service area and serves as the campus/community facilitator. The position reports to the Chancellor and may have a dotted reporting line to the college President.

## **NATURE AND SCOPE**

The Director of East San Jose Educational Partnerships is a leadership position that requires the individual be capable of working collaboratively to resolve programmatic, fiscal, and administrative matters and to implement college initiatives pertaining to East San Jose. The position supervises the classified staff in assigned area and meets regularly with the Vice President and other college administrators to support the operation of program offerings in the community.

## **KEY DUTIES and RESPONSIBILITIES**

1. Identify and develop resources and provide administrative leadership to carry out the day-to-day operations of external partner sites for course and program offerings in the community.
2. Develop strategies and operational plans with community partners to ensure access to college course offerings, internships, pre-collegiate programs and services that advance the educational goals of East San Jose and other high needs students.
3. Work with the college Academic Affairs management team to develop, deploy and schedule accelerated instructional programs and classes for the sites, inclusive of innovative programs to serve existing and evolving programs.
4. Work with the college Student Affairs management team to offer appropriate levels of student services in the community and to develop best practices with seamless wrap around services to deliver the best student experience.
5. Oversee pre-collegiate programming (TRIO services) at partner high schools and ensure the validity of student eligibility for assigned programs in accordance with designated requirements.
6. Create job opportunities for students by developing relationships and agreements learning-aligned industry and community partners in East San Jose.
7. Work with Marketing and Outreach staff to develop and implement a comprehensive marketing plan to promote East San Jose partnerships and programs.

8. Provide timely and accurate preparation, submission and administration of grant reports, consistent with the requirements of external funders and other MIS and state reporting, including year-end summaries and accomplishments related to assigned programs.
9. Prepare and administer budgets; prepare justifications and recommendations; supervise expenditures and control budget; and assure maintenance of documentation related to the site.
10. Establish and maintain effective working relationships with the local school districts, local government, civic business/industry and other educational groups in the service area.
11. Initiate and maintain community ties for the college, provide information about college and embedded community programs to the public and develop local support groups.
12. Supervise and evaluate the performance of assigned personnel; coordinate with other college and District staff to ensure proper staff support for the community-embedded programs.
13. Provide leadership and training for staff to ensure that staff remain aware of and familiar with the District and college policies and procedures.
14. Participate in workshops and conferences at the district, local, regional and state levels as appropriate to the assigned area of responsibility. Maintain and grow relationships with community agencies, businesses to ensure growth of assigned programs.
15. Perform other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Higher education, instructional delivery, and student services for California Community Colleges.
2. District policies, procedure and college programs.
3. District Safety procedures.
4. Title IX regulations.
5. Budget preparation and control.
6. Funding and budget methods and regulations regarding the use of funds.
7. Interpersonal communication skills using tact, patience, and courtesy.
8. Pertinent federal, state and local laws, codes and regulations.
9. Principles of supervision, training and performance evaluation.

### **Skills and Abilities to:**

1. Plan, organize, develop, direct, and evaluate the programs, activities, and services that meet student and community needs.

2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
4. Present a positive image of the College in the community.
5. Recruit, train, supervise, and evaluate personnel.
6. Analyze situations accurately and adopt effective courses of action.
7. Plan and organize work to meet schedules and timelines.
8. Work independently with little direction.

**Education and Experience:**

1. Bachelor's degree from an accredited institution a minimum; Master's degree preferred.
2. Three years of experience with a comprehensive administrative assignment that includes the management of people, budget, and partnership development.
3. Teaching experience and community-based learning experience desired.
4. Experience working with students, parents, organizations and schools in East San Jose or similar socio-economic and demographic community desired.
5. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identify, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**Desired Qualifications:**

1. Master's degree from an accredited educational institution.
2. Bilingual in Spanish or Vietnamese.

**Working Conditions:**

1. Typical office environment.
2. Travel to visit external community sites.

Approved: 5/9/2023  
Salary Range: M 23  
EEO Category: 2B1 Executive/Administrative/Managerial