

**DIRECTOR, OUTREACH AND EDUCATIONAL PARTNERSHIPS**

**DEFINITION:**

Under the general direction of the Assistant Superintendent/Vice President of Student Services, the Director provides overall supervision, development and implementation of aspects of the new student's transition into the college, including program planning, outreach, recruitment, and



Master's Degree from an accredited college or university and at least one year of leadership as an administrator, faculty project director, and/or faculty chair is required. Demonstration of successful college leadership in a student services area or counseling experience is desirable.

Knowledge of:

- Higher education in community colleges, including the mission of the California Community Colleges.
- Participatory governance within the California Community College System. Local, state, and federal laws governing programs and services.
- Collective bargaining agreements and grievance processes.
- California Community College and K-12 Dual Enrollment regulations and guidelines.
- Principles and pillars of Guided Pathways.
- Federal and State laws and regulations, including Title 5, Title IV and Title IX and FERPA- related compliance.
- Operations of educational systems, including K-12 and 4-year universities.
- Evaluation procedures for staff and faculty.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- District organization, operations, policies, and objectives.
- Computer and related technologies for student services and information management.

Ability to:

- Serve students from first generation and/or historically underrepresented groups as they pursue their academic goals.
- Ensure the integrity of all policies, procedures, and programs and works to support the college within a Guided Pathways framework.
- Plan, organize, develop, and evaluate the programs, activities, and support services of college programs.
- Allocate personnel and resources to optimize departmental efficiency and effectiveness.
- Communicate effectively in both oral and in written communication.
- Work effectively with students, faculty, and staff from diverse backgrounds in order to promote equal access and equity-mindedness to all divisional programs.
- Select, train, supervise, and evaluate personnel.
- Interpret, apply, and explain rules, regulations, requirements, and restrictions.
- Maintain current knowledge of state and federal rules, regulations, requirements, and

