

## Director, P-16 Initiatives

**FLSA Status:** Exempt

**Pay Grade:** 99

**Job Title ID:** 22135

**Job Series/Job Family:** Administrator Series / Administrator Family

### Reports To

Executive Vice President, College Operations

### Job Purpose

Directs the implementation of P-16 initiatives within the ACC service district.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Initiates and supports P-16 activities, with particular interaction and focus between higher education institutions, school districts, business and industry, and community organizations.
2. Develops, organizes, implements, and tracks professional development and training opportunities for P-16 activities to improve educational practice and to improve the college readiness of students within the region.
3. Serves as a liaison, as assigned, with schools districts for the College Connection and Early College Start programs, and with P-16 activities and other initiatives. Develops, produces, and evaluates support and related materials.
4. Coordinates activities related to House Bill 1; monitors the college's participation, activities, and compliance; coordinates activities with other state, regional, and local institutions; and maintains updated material on the college website.
5. Conducts advance planning; coordinates and conducts meetings and presentation logistics; creates and updates schedules; informs and updates participants; and tracks participation and outcomes of all assigned activities.
6. Oversees research, compiles data, and analyzes the results in written reports to the communities of interest.
7. Provides technical assistance and training for compliance with local, state, and federal policies.
8. Promotes and coordinates Career and Technical Education programs and activities between college and high school personnel, as assigned.
9. Develops and implements strategic plans.
10. Monitors and serves as budget authority for local, state, and federal budgets, as assigned.
11. Serves on college-wide committees, as assigned.
12. Represents the Vice President of College Support Systems and ISD Relations at events, functions, and meetings, as assigned.
13. Develops and implements special projects, as assigned.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership principles.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

**Required**

- Presenting information and summary reports internally and to the public.
- Maintaining confidentiality of work related information and materials.
- Demonstrated expertise in project planning, development and implementation.
- Working in a collaborative manner with diverse constituencies.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

**Computer Skills****Required**

- Demonstrated proficiency using standard office software applications.

**Physical Requirements****Required**

- Occasional lifting of objects up to 40 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

**Work Experience****Required**

- Five years education work experience to include teaching, supervisory, and budgetary-authority experience.

**Preferred**

- Work experience in K-12 or higher education, specifically with Career and Technical Education, Early College Start (or other dual-credit program), or with College Connection (or other student outreach programs). Direct work-related experience in working with special initiatives with community representatives and leaders. Direct work-related experience in successfully coordinating and completing special projects.

**Education****Required**

- Bachelor's degree with certificate in Mid-Management.

**Preferred**

- Master's degree.

**Safety****Required**

- Provide resources for safe operation of units. Create and support workplace safety.