

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, APPRENTICESHIP AND WORK-BASED LEARNING

BASIC FUNCTION

The Director of Apprenticeship and Work-Based Learning will develop, plan and direct all aspects of creating, launching, and overseeing operations of the work experience program, apprenticeship, and all initiatives related to work-based learning.

Under the direction of the area administrator, the Director of Apprenticeship and Work-Based Learning will develop, plan, and manage all aspects of creating, launching, and overseeing operations of the work experience program, apprenticeship, and all initiatives related to work-based learning.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from area administrator. Exercises supervision over assigned personnel.

EXAMPLES OF TYPICAL JOB FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Review State Education Code, Labor Code Regulations, Title 5, and College of the Desert Board Policies to establish policies and procedures for apprenticeship and work-based learning programs, operations, coordination, and reporting.
2. Manage and organize day-to-day operations of work-experience program, apprenticeship, other work-based learning initiatives, including student paperwork processing, records maintenance, instructor support, invoicing, and data reporting at the district, state, and federal agencies.
3. Provide leadership in the outreach, inter-agency coordination, and processes pertinent to all work-based learning programs.
4. Manage submission and invoicing of pertinent documents and required record retention.
5. Generate, manage data, create reports and distribute as required.
6. Establish and maintain a systematic process for performance evaluation of all work-based learning programs.
7. Align programs to regional and state initiatives, as required.
8. Plan and conduct periodic public relations campaigns that promote work-based learning initiatives and programs.
9. Serve as liaison among schools, parents, students, industry, apprenticeship program sponsors, and the community.
10. Promote continuous improvement of work-based learning programs and management processes.
11. Lead College of the Desert's Work Experience Advisory Committee, and other work-based learning committees.
12. Attend local and state required Advisory committee meetings, including Californian Apprenticeship Council (CAC) and Interagency Advisory Committee for Apprenticeship (IACA), and other approved meetings.

13. Collaborate with all internal and external stakeholders to create, maintain, and support work-based learning programs.
14. Communicate, present, and respond to questions about the program from various internal and external stakeholders.
15. Interpret and communicate relevant policies, procedures, and regulations for faculty, students, staff, industry partners, and community members.
16. Manage, supervise, and evaluate (as appropriate) the work of assigned faculty, classified and other support staff.
17. Serve on college committees as requested.
18. Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility, through continued study and participation in professional organizations
19. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Familiarity with Inland Empire/Desert Region community colleges and secondary schools, modern apprenticeship as an instructional method, local/regional business organizations, and civic organizations. Principles and practices of administrative organization and management, planning, supervising, and evaluating the work of others, employee motivation and training. Pertinent federal, state, local, District and college laws, rules and regulations, and collective bargaining contract provisions. Complex business level spelling, grammar and punctuation. Modern office tools, such as computers and printers; typical modern office computer software programs; report and presentation writing. Needs assessment techniques. Local and regional labor market trends. Interpersonal skills using tact, patience, and courtesy.

Ability to:

Manage and administer grant funded project and programs. Use organizational skills that enable performance of duties in a timely fashion with attention to detail. Effectively communicate orally and in writing. Manage financial resources effectively including determining how best to utilize resources and managing budgets and expenditures. Use personal computers utilizing typical office software applications, including the Internet. Work effectively with managers, faculty, and staff in a participatory governance environment to accomplish the goals and objectives of the assigned program or project. Communicate effectively and constructively with persons of diverse cultures, language groups, and abilities. Establish and maintain cooperative and effective working relationships with others, including those from a diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. Ability and willingness to travel.

EDUCATION AND EXPERIENCE

Minimum qualifications for service as an Educational Administrator shall be both of the following in accordance with Title 5 section 53420:

- Possession of a master's degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements

PHYSICAL DEMANDS

While performing duties of this job, the employee is regularly required to sit or stand for extended periods of time.

WORKING CONDITIONS

Environment: Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Sit or stand for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight (up to 25 lbs.).

Travel between sites. Requires evening and weekend responsibility.

EMPLOYMENT STATUS

Educational Administrator

Categorical and Grant Funded Supervisors Range 7

Board Approved: 7/24/2025

Personnel Management Committee Review: 7/14/2025