



PERSONNEL COMMISSION

Class Code: 5238
Salary Range: 58 M2

EXECUTIVE DIRECTOR, EQUITY, ACCESS, AND COLLEGE & CAREER READINESS

JOB SUMMARY

Under administrative direction, plan, organize, control and direct the activities, operations and programs of the Office of Equity, Access and College & Career Readiness (EACCR) including Strategic Planning, State and Federal Program Support, College and Career Readiness, Parent University, Expanded Learning Programs and College Student Aides; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Oversee and direct District services and resources provided to schools and families to deliver equal educational access to all students in compliance with applicable laws, codes, rules and regulations. **E**
- Oversee the monitoring of District planning and programs supported by State and federal categorical funds; direct the allocation of funds and assure compliance of expenditure requests for specially funded programs and grants. **E**
- Coordinate and direct the comprehensive Consolidated Application for Funds for Educational Programs and related categorical program budgets; serve as the District contact with the State Department of Education for included programs. **E**
- Coordinate and direct efforts to develop, prepare and submit applications, amendments and revisions for specially funded programs and grants; provide technical support to schools and departments to assure District goals are met. **E**
- Negotiate with public and private agencies to assure adequate and continued sponsorship of specially funded programs; define scope of specially funded programs to funding agencies as requested. **E**
- Direct the development of the Strategic Plan, Local Control and Accountability Plan (LCAP) and other District-wide planning initiatives. **E**
- Coordinate Long Beach College Promise activities in collaboration with higher education partners regarding higher education opportunities for all students. **E**
- Oversee and direct the delivery of high-quality parent services to promote family education and involvement. **E**
- Serve as a resource and communicate with other administrators, District personnel and outside agencies to coordinate programs and activities, resolve issues, and exchange information. **E**

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- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***
- Develop and prepare departmental budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. ***E***
- Develop and direct the implementation of policies, procedures and standards; establish priorities; advise District administrators of unusual trends or issues and recommend appropriate corrective action. ***E***
- Direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed reports regarding assigned activities. ***E***
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of laws and regulations governing specially funded programs and grants; serve on advisory committees; conduct presentations as requested. ***E***
- Operate office equipment including a computer and assigned software; drive a personal vehicle to conduct work. ***E***

Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Executive Director, Equity, Access and College & Career Readiness (EACCR) will oversee and direct services and resources provided to schools and families to assure all students have equal access to educational opportunities. The Office of Equity, Access and College & Career Readiness is responsible for monitoring school planning and programs supported by State and federal categorical funds. EACCR conducts ongoing program review of sites receiving additional funding outside the general budget to assure program quality and effectiveness.

EMPLOYMENT STANDARDS

Knowledge of:

Public and higher education concerns, issues and legislation.
Strategic planning and project management techniques.
Concepts, principles, kinds, and practices of grant development.
Fiscal management of grant-funded programs.
State, federal and private funding sources.
Advanced quantitative analytical techniques.
Technology systems for planning, budgeting, communications and data analyses.
Budget preparation and control.
Principles of administration, supervision and training.
Applicable laws, codes and regulations.

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Public speaking techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Oversee and direct services and resources provided to schools and families to assure all students have equal access to educational opportunities.
Plan, organize, direct and oversee grant-funded programs and related fiscal operations.
Assure proper allocation of funds within State and federal guidelines.
Coordinate and direct efforts to develop, prepare and submit applications, amendments and revisions for specially funded programs and grants.
Direct the development of the Strategic Plan, Local Control and Accountability Plan (LCAP) and other District-wide planning initiatives.
Manage extensive partnerships and collaborative projects with higher education institutions, public agencies, nonprofit organizations, foundations and corporations.
Conduct sophisticated data analyses and use findings to develop action plans, programs and systems of support.
Develop and prepare budgets.
Monitor and control expenditures.
Develop and implement policies, procedures and standards.
Accept and carry out responsibility for direction, control and planning.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Supervise and evaluate the performance of assigned personnel.
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
Direct the establishment and maintenance of records and files.
Prepare and deliver oral presentations.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

Education and Training:

Master's degree in public or business administration, public policy or education.

Experience:

Six years of equity, access, and college and career readiness program implementation experience involving data analytics, strategic planning, and change management. Experience within a public education setting is preferred.

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Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and deliver presentations.
Sitting for extended periods of time.
Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

DATE: 3/16/2017