GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

JOB TITLE: **Director, Pathways for Adults to Career Training** **GRADE 09**
EDUCATIONAL ADMINISTRATOR
Categorically Funded

DEPARTMENT: **Educational Support Services – District Services**

JOB PURPOSE

Under the direction of an assigned supervisor, the District Director, Pathways for Adults to Career Training (PACT), develops and manages community partnerships that advance the mission and goals of the District to increasing enrollment and career readiness among low-income adults, underemployed workers, immigrant and refugee populations, and underserved communities across East County.

ESSENTIAL DUTIES AND RESPONSBILITIES

Working closely with key staff and leaders from the colleges, District Services, community organizations, K-12 partners, employers and Service providers, the District Director, PACT, is responsible for designing, developing, implementing, and managing programs and activities that advance the District's mission and goals in four key areas.

Assessing Community Needs:

Develop collaborative partnerships to understand community needs and opportunities for collaboration with the goal of increasing pathways to Grossmont-Cuyamaca Community College District.

Build awareness of college programs and continuously identify new opportunities for community-based partnerships.

Work closely with campus leadership and faculty at the colleges to connect the partnership to college programs in order to inform District decision-making and ensure Grossmont-Cuyamaca Community College District remains responsive to changing needs of service areas.

Provide regular reports and updates on local needs to the Chancellor, Board of Trustees, college leadership, and relevant committees as assigned.

Collaborate with college leadership to ensure programs and activities are aligned with the College's enrollment management plans.

Establishing and Maintaining Pathways for Adult Learners through Partnerships with Community Organizations:

Create an annual Strategic Plan for the program that includes current and prospective partners, possible enrollment opportunities, collaboration with college Departments, and strategies for facilitating student enrollment and matriculation support.

Build and maintain structural relationships with community-based organizations and non-traditional partners serving adult populations.

Coordinate across multiple college departments and Adult Education programs to build pathways to college programs and to resolve student barriers.

Maintain relationships with community-based organizations and service providers that support immigrants, refugees, and English learners by ensuring multilingual support and engagement efforts that demonstrate relevance and sensitivity to their linguistic and cultural diversity.

Continuously seek new partnership opportunities, new strategies for adult learner engagement, and enhancements to adult learner support at the colleges.

Coordinating Community-Based Events, Presentations, and Workshops:

Build and maintain a portfolio of print materials, presentations, and online sources that address community needs and frequently asked questions is clear and accessible language, with translations into the key languages spoken by the populations served.

Coordinate a wide variety of community events and presentations by collaborating closely with community partners and key staff at the colleges and District Services.

In collaboration with college and District Departments, support PACT students through enrollment and course registration processes.

Supervise PACT staff and/or volunteers supporting the project.

Working Closely with Key Programs and Departments to Align Partnerships with the Colleges' Priorities and Strategic Initiatives:

Coordinate between multiple student support and academic programs at both campuses plus staff at partner organizations to align services with evolving student needs.

Support college initiatives by connecting with community organizations, regional leaders, and events that help them understand local trends and build programs to better serve adult learners in East County.

Collaborate with the college's outreach functions to promote the development of relationships with community organizations from which potential students can be recruited.

Participate in the development and delivery of orientation programs for new and/or returning students in partnership with college leadership.

SECONDARY FUNCTIONS:

Coordinate back-end support such as facility agreements, technology issues, and partnership agreements as needed to smoothly implement multiple projects, on and off-campus.

Provide support for grant management, including preparing written reports, collecting and analyzing data, building budgets, ensuring compliance, and seeking or writing letters of support.

Track student data, outcomes, and needs across multiple projects using a variety of shared tracking systems.

Gather and analyze data to strengthen and improve the effectiveness of partnership initiatives.

Manage personnel and resources to ensure efficient and effective project operations.

Participate in District and College committees focused on adult learners, English-learners, career pathways, student equity and success, and other assigned areas.

Develop recommendations and manage the department budget, including financial reports and records.

Supervise, train, and evaluate PACT staff performance.

Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

Master's degree from an accredited college or university;

Increasingly responsible business or professional experience in higher education and/or community partnerships, including at least 3 years in project management and/or supervisory capacity.

Bilingual preferred (Arabic, Spanish, Dari/Farsi, or other high-need languages).

KNOWLEDGE OF:

Community-based or grassroots organizing strategies.

Current computing practices, including programs for project and data management.

Flexibility and initiative, as well as the ability to work independently.

Budget preparation and administration.

ABILITY TO:

Work with a diverse faculty, staff, and student population.

Establish and maintain strong internal and external community relations.

Demonstrate excellent organizational, interpersonal, written, and verbal communication skills.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the classification

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Subject to reasonable accommodation review.

1. This job is performed in a generally clean and healthy indoor office environment.
2. Occasional lifting/carrying/pushing/pulling objects weighing up to 25 pounds.
3. Bending at the waist, kneeling, crouching, to reach materials.
4. Reaching at and above shoulder level for supplies and other equipment.
5. Gripping to manipulate objects and fine finger dexterity.
6. Various levels of standing, sitting, and walking.
7. Hearing and speaking to communicate with intermittent background noise.
8. Visual acuity to read documents and computer screen.

Est. 11/10/2026