

Executive Director, Orange County Regional Consortium
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253803>

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Posted Feb. 27, 2025, set to expire Mar. 21, 2025

Job Title	Executive Director, Orange County Regional Consortium
Department	Educational Services
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Feb. 27, 2025
Application Deadline	03/21/2025
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Executive
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Job Description

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Executive Director, Orange County Regional Consortium

Rancho Santiago Community College District

Salary Range: Grade C: \$170,841.02 - \$228,943.30

Job Type: Full Time

Job Number:



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CL25-01122

Location: Santa Ana, CA

Division: DO Educational Services

Closing: 3/21/2025 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning

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environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, classified staff, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will foster an inclusive and collaborative institutional culture that engages and supports faculty, classified staff, and students in achieving the college's mission and goals. The candidate should demonstrate the ability to lead and manage teams effectively while addressing the unique needs of diverse individuals within the organization. They should exhibit sensitivity, equity-mindedness, and a commitment to anti-racism in their decision-making and interactions. Through strategic leadership and inclusive practices, they will empower students to reach their educational and career aspirations while ensuring faculty and classified staff are supported in fostering a creative, confident, and thriving community college environment.

Position Overview

The Executive Director for the Orange County Regional Consortium (OCRC) reports to the designated administrator and provides leadership in the planning, organization, administration, evaluation, and policy development for career technical education, economic and workforce development programs, and initiatives within the Orange County region. The Executive Director serves as the primary contact for the OCRC and is responsible for the overall management, strategic planning, and operational execution to advance workforce development initiatives in alignment with the California Community Colleges Chancellor's Office objectives and regional needs.

Organizational Relationships

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This position reports to the designated administrator within the district and supervises OCRC program staff and other assigned personnel. The Executive Director works in close collaboration with the Orange County Center of Excellence, industry sector leaders, and educational institutions.

Representative Duties

1. **Leadership and Strategic Planning:** Provides leadership and long-range planning for career technical education (CTE) and workforce development in collaboration with Orange County colleges, industry leaders, and workforce constituents. Aligns strategic initiatives with the objectives of the Strong Workforce Program and other statewide workforce initiatives.
2. **Consortium Management:** Manages the operations of the Orange County Regional Consortium, including organizing county-wide meetings, overseeing budget development, managing reporting requirements, and representing the consortium at regional and statewide meetings. Ensures transparency and accountability for all OCRC funds and resources.
3. **Stakeholder Engagement and Collaboration:** Serves as the liaison between the consortium and Orange County educational institutions, businesses, workforce development boards, chambers of commerce, and other economic development organizations. Facilitates partnerships that drive economic and workforce opportunities for students and the broader community.
4. **Program Implementation:** Facilitates the implementation of the California Community Colleges Chancellor's Office CTE, workforce, and economic development initiatives within Orange County. Coordinates with career technical education deans, faculty, and workforce agencies to ensure programs are aligned with labor market needs and emerging trends.
5. **Regional Project Oversight:** Oversees the development, monitoring, and evaluation of regional workforce initiatives and grant-funded projects. Ensures compliance with grant requirements and supports the development of additional funding opportunities.
6. **Data & Outcome Reporting:** Collaborates with district and college research offices to determine methodologies for measuring the impact of workforce and economic development initiatives. Prepares and presents reports to regional stakeholders on program outcomes and effectiveness.
7. **Marketing & Promotion:** Supports and coordinates marketing efforts that promote career technical education programs within the Orange County region. Enhances visibility and engagement of OCRC programs among key regional stakeholders and prospective students.
8. **Budget & Fiscal Management:** Manages the consortium's budget and ensures fiscal responsibility. Monitors project expenditures and prepares regular financial reports.
9. **Professional Development:** Organizes and coordinates professional development opportunities for Orange County CTE staff, faculty, and administrators to enhance capacity for program implementation and alignment with workforce needs. Provides Calibration Training to the SWP

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Regional Oversight Committee and the K-12 SWP Selection Committee to equip committee members with the knowledge, tools, and materials to review, score, and deliberate of SWP Regional and K-12 SWP applications.

QUALIFICATIONS

Education and Experience

- A Master's degree in business, education, public administration, or a related field.
- At least five (5) years of progressively responsible administrative experience in a leadership role, including grant management, program development, and workforce or economic development in an educational or workforce setting.

Desirable Qualifications

- Experience as a CTE Dean
- Teaching experience in community college
- Earned doctorate
- Experience delivering results in outcome-based initiatives
- Excellent communication skills, both written and oral, and experience with leading discussions and making presentations using appropriate technology resources
- Experience facilitating large groups
- Grant management experience

Knowledge and Abilities

Thorough knowledge of:

1. California Chancellor's Office regulations and state workforce education policies.
2. Grant management, program oversight, and budget management.
3. Strategic planning and fostering industry partnerships.
4. Working with community colleges.
5. Leading workforce development initiatives.
6. Grant writing and fundraising experience.

Ability to:

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1. Lead, communicate and collaborate to work with diverse stakeholders.
2. Ability to analyze data and report on program outcomes.

Additional Qualifications

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

APPLICATION PROCESS

To ensure full consideration, all applicants must submit a complete online Rancho Santiago Community College District application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (unofficial copies are accepted)

Foreign Degrees

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

Application Screening

In addition to the requirements and responsibilities listed, the following criteria (as appropriate) may be considered in selecting candidates:

1. Education experience breadth and depth.
2. Work experience breadth and depth.
3. Demonstrated leadership capabilities.

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4. Program development.
5. Community involvement.
6. Demonstrated experience in working with a diverse socio-economic community.
7. Demonstrated ability to work cooperatively with others.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.

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2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4824683/executive-director-orange-county-regional-consortium>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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