

Director, Educational Partnerships & Programs  
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=258104>

Downloaded On: Jun. 12, 2025 5:43pm

Posted Jun. 10, 2025, set to expire Jun. 30, 2025

**Job Title** Director, Educational Partnerships & Programs  
**Department** Director EPP-25  
**Institution** Cerritos College  
Norwalk, California

**Date Posted** Jun. 10, 2025

**Application Deadline** 07/21/2025

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Other

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**Job Description**

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**Director, Educational Partnerships & Programs**

**Salary:** \$169,020.00 - \$212,280.00 Annually

**Job Type:** Full Time

**Job Number:** Director EPP-25

**Closing:** 7/21/2025 11:59 PM Pacific

**Location:** Norwalk, CA

**Department:** Director EPP-25

**Division:** Educational Partnerships and Programs

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## **Description**

### **Equity and Diversity**

**The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.**

### **Closing Date**

**This position will close on July 21, 2025 at 11:59 PM.**

### **College Profile**

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

### **Department Profile**

The Office of Educational Partnerships and Programs is dedicated to planning and coordinating the District's K-16 activities to support collaborative partnerships and create a positive and constructive connection with local colleges and local school district in order to best serve our students. Program and Services include the college's Promise Program: Cerritos Complete, Teacher TRAC, Learning Communities/First Year Experience Program, Dual Enrollment Programs, Articulation, and Credit by Exam.

### **Summary**

Plans, supervises, assesses and evaluates the District's K-16 activities to support collaborative partnerships and create a positive and constructive connection with College, School Districts, and Higher Education Relations. The position develops and implements strategies to realize District

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initiatives and goals. Oversees academic outreach programs in collaboration with student services and academic affairs managers, community organizations, public relations, and contract services.

### **Distinguishing Career Features**

The Director of Educational Partnerships and Programs reports to Vice President, Academic Affairs with a secondary reporting connection to the Vice President, Student Services and is responsible for communicating the college's partnership programs to the campus and community.

### **Job Duties**

#### **Essential Duties and Responsibilities**

- Plans, organizes, performs, integrates and evaluates programs, services and pathway activities for the College including, but not limited to, institutional, faculty, and district outreach, and K16 events.
- Leads, trains, supervises, evaluates and provides information to staff to enhance their ability to accomplish the unit's objectives, vision, and mission.
- Provides leadership in establishing new and emerging technologies in support of educational partnerships and programs.
- Oversees the Teacher TRAC Program including: Elementary Pathway, CTE Pathway, Secondary Pathway, Special Education Pathway, Early Learning Urban Teacher Fellowship, STEM Academy, California Teacher Pathway, and Early Learning Academy and After-School Programs.
- Oversees the Learning Communities Program/First Year Experience (FYE), California Learning Community Consortium.
- Oversees the College and Career Readiness Initiative including: Pathways Initiative, Middle College Scholar's Academy, Linked Learning Transition and Partnership, and K-16 Bridge Initiative/Common Core Alignment.
- Collaborates with student services on the Early Success Program, Parent Education Programs, and Welcome Center/Gateway Entrance and Exit Transitions.
- Develops, manages, and monitors state and federal budgets based on funding requirements and identifies and manages grant funding. Maximizes financial resources.
- Implements, interprets, and applies administrative procedures and ensures compliance for all administrative services within unit of responsibility.
- Establishes and maintains professional communication and work relationships with personnel in district and statewide offices to ensure program and budgetary compliance.
- Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.

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- Researches trends in community-based demographics, programs, and educational success initiatives, as well as available data used to support decisions.
- Serves as District educational liaison to local districts, institutions of higher education, community based organizations, community groups and agencies to promote the District's educational initiatives and programs.
- Assists in assessment of programmatic learning outcomes.
- Assists with the development of surveys and other research to identify the short and long-range opportunities with our K-16 partners.
- Anticipates, prevents, and resolves conflicts and problems under areas of supervision.
- Participates in community, state, and national organizations and meetings.
- Ensures accuracy of print and online publications related to area of responsibility.
- Participates on or chairs committees, task forces, and special assignments.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

## **Minimum Qualifications**

### **Minimum Qualifications for Education and Experience**

Requires a master's degree. A minimum of 2 years teaching experience and minimum of one year of formal training, internship, or leadership experience reasonably related to this administrative assignment is required.

Understanding of and sensitivity to meeting the needs of a diverse academic, socioeconomic, cultural, disability, and ethnic background of the student, community, and employee population.

## **Supplemental Information**

### **Knowledge and Skills**

The position requires professional knowledge of:

- Theories, principles, and practices associated with higher education counseling, curriculum and instruction, matriculation, and student services.
- Development, maintenance and administration of a budget.
- Philosophy and objectives of the community college.
- Principles of functional leadership, training and performance evaluation.

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- Pertinent federal and state laws and regulations.
- Learning and student success process, assessment, student learning outcomes, learning communities and application of technology.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Student outcomes assessment and measures of institutional effectiveness.
- Legislative and educational oversight of processes, requirements, and trends.

This position requires demonstrated skill in:

- Developing assessment, teaching, and learning processes that enhance student success and outcomes.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

### **Abilities**

This position requires the ability to:

- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.
- Establish, manage and evaluate departmental goals, objectives and annual performance plans.
- Prepare complex, compelling proposals and reports, multi-media presentations, and recommendations to large audiences with diverse backgrounds.

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- Exercise critical judgment and creativity, establish priorities for, plan, and organize a variety of work assignments and the ability to provide leadership and supervision to staff.

**Physical Abilities**

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Use hearing and speech to make presentations to groups and carry on conversations over the phone and in person.
- See with sufficient visual acuity to read printed materials and computer screens.
- Use hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

**Licenses and Certificates**

May require a valid driver's license.

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.

**Salary/Fringe Benefits**

Grade 38 on District Management Salary Schedule (\$14,085.00 - \$17,690.00 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security or State Teacher's Retirement System

22 days annual vacation.

An annual stipend of \$4,023 shall be provided to management employees with an earned doctorate degree.

**Selection Procedure**

After the application closing date, a search committee will review and invite the most qualified

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applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at [HR@Cerritos.edu](mailto:HR@Cerritos.edu) as search committee members are unable to discuss specific recruitments.

### **Conditions of Employment**

This is a full-time 12-calendar month classified manager position. Employment is to be effective as soon as possible following completion of the selection process. Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

**Candidates must be available to work on site and be able to provide proof of California residency prior to employment.**

**\*\* Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

### **Application Procedures**

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is [www.naces.org](http://www.naces.org).

### **Required Documents**

1. Cover Letter
2. Resume/CV
3. Unofficial Transcripts (Must show all coursework completed and conferral date of the degree)

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To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4967853/director-educational-partnerships-programs>

*The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .*

**Contact Information**

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

**Contact**

Director EPP-25  
Cerritos College

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