**Director of Agricultural Education (Deputy Sector Navigator – Agriculture, Water & Environment Sector) - MJC**

**Posting Details**

**Position Information**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Director of Agricultural Education (Deputy Sector Navigator – Agriculture, Water &amp; Environment Sector) - MJC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>Modesto Junior College</td>
</tr>
<tr>
<td>Salary</td>
<td>Management Salary Schedule 2015-2016 Range 35: $6,959 to $8,849 monthly salary, Doctorate degree annual stipend - $2,374 * Categorically Funded</td>
</tr>
<tr>
<td>Benefits</td>
<td>The District currently pays for a number of health options for the employee and dependents. Employees may elect to pay a premium for a higher health option. Vision care and dental insurance premiums for the employee and dependents is District paid. Income protection and life insurance premiums for the employee are also District paid.</td>
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</tbody>
</table>

**Position Summary Information**

*Categorically Funded position - Continued employment in this position is dependent upon funding.*

**DEFINITION**
Under general administrative direction plans, organizes, directs and manages state-wide curriculum, professional development and grants designed to assist regional and statewide Agricultural Education programs at the secondary and post-secondary levels throughout California and performs other duties, as assigned.

**SUPERVISION RECEIVED AND EXERCISED**
Receives general administrative direction from the Dean of Agriculture and Environmental Sciences.
Provides supervision to contract consultants.

**MINIMUM QUALIFICATIONS**
Knowledge of:
- Principles, practices, laws, and regulations relevant to the administration of instructional programs within a California Community College setting.
- Codes and regulations affecting instruction and instructional programs within the technical education field
- Principles, practices, and techniques of budgeting.
- Methods and strategies of grant writing and of grant administration.
- Computer technology relevant to assigned work duties
Ability to:
• Work effectively with students, college staff, business and community organizations, four year institutions, and K-12 educators.
• Facilitate groups to promote collaboration and productive results.
• Learn, use and implement new technologies as tools for learning, teaching and administering assigned programs.
• Communicate effectively, both orally and in writing, with diverse constituencies, both in and out of the District;
• Exhibit strong interpersonal communication skills;
• Exercise sound judgment in the performance of duties;
• Ability to create and maintain documents and use computers and standard office software.
• Build consensus, develop constructive relationships with diversified industry partners, and the general community.
• Manage time effectively, set priorities and establish goals and objectives.

Desirable Qualifications

Education and Experience:
Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying.

Typical background patterns that would provide the knowledge, skills and abilities are:
• Education: Equivalent to possession of Master’s degree in Agricultural Education or related field.
• Experience: Up to two years increasingly responsible experience working in Agricultural Education or a related educational environment.

EXAMPLES OF DUTIES
• Supervise and evaluate all grant work-plan activities leading to the accomplishment of program goals and objectives.
• Supervise and evaluate program personnel in the performance of their assigned duties.
• Provide in-service training, as needed, to insure that program staff will be able to successfully implement their assigned duties as related to the accomplishment of the grant objectives.
• Supervise and manage program budget expenditures to ensure efficient utilization of program resources in the accomplishment of the grant objectives.
• Make presentations to classes, student organizations, business and service groups, and professional conferences.
• Prepare all reports, evaluations, proposals, and other documents necessary for the continued funding and successful operations of the program.
• Work with the project advisory committee, project monitor, secondary and post-secondary education committees and other project personnel to develop and implement staff development and grant goals and objectives.
• Coordinate public awareness activities that promote the program within the region and state.
• Perform other related duties as assigned.
• Act as sector expert staying current with industry workforce development
needs, trends, and funding opportunities in order to provide expert guidance to the Chancellor’s Office, regional consortia and regional sector-specific centers.

• Develop and offer professional development activities as related to the sector.

Possession of a valid California Motor Vehicle Operator’s License.

Physical and Mental Standards:

• Mobility: ability to sit for long periods, move about an office, stand occasionally, and reach above and below desk level.
• Dexterity: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
• Light to moderate physical effort – persons performing service in this position classification will exert 10 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
• Lifting: occasional lifting of files, equipment and material weighing up to 25 pounds.
• Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
• Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person.
• Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

TYPICAL WORKING CONDITIONS

• Work is generally performed in a standard office environment.
• Work may require occasional evening and weekend hours.

Applications are accepted online at:
www.yosemite.edu Choose/Click: Job Announcements, Search for this position, Create an account and Apply to this job.

The District may hire more than one applicant with this applicant pool.

Applications will be reviewed by a screening committee which will select candidates to be interviewed. After interviews, a recommendation will be forwarded to the President, Chancellor, and Board of Trustees.

The screening committee will evaluate all applications. Those applicants selected for personal interview will be notified by letter or phone. In accordance with Board policy official offers of employment will be made only by the Chancellor or Vice Chancellor/Human Resources, YCCD. Final appointment is subject to confirmation by the Board of Trustees.
Federal law requires the District employ only US citizens and aliens authorized to work in the United States. Written verification of employment eligibility is required.

NOTE: A background investigation of new employees is required, including reference checks and a state criminal history report. Employment will not begin until the history check has been cleared by Human Resources. The cost for the criminal history report will be the responsibility of the successful candidate.

YCCD is an Equal Employment Opportunity Employer.

Posting Detail Information

Open Date 06/21/2017
Close Date 07/12/2017
Open Until Filled No
Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Are you a U.S. Citizen?
   o Yes
   o No

2. * If you are not a U.S. citizen, are you legally authorized to work in the U.S.?
   o Yes
   o No
   o I am a U.S. citizen question does not apply

3. * Are any of your near relatives (child, parent, spouse or domestic partner, sibling, or in-laws or step-relatives in the relationships listed) currently employed by YCCD? Response of YES or NO is required in the area provided. NOTE: If yes, it is required that you provide the person or persons name/s and their position title in the area below as well.
   (Open Ended Question)

4. * Please tell us how you heard about this job announcement:
   o Job Fair
   o YCCD Recruitment Website
   o Website-Other
   o YCCD Email
   o Family/Friend
   o Newspaper

Applicant Documents

Required Documents
1. Resume / Curriculum Vitae
2. Cover Letter
3. Unofficial Transcript
4. List of Professional References

Optional Documents

1. Other
2. List of Graduate Courses
3. Equivalency

Guest User
There is no guest user set up for this posting.

Ranking Criteria