CLASS SPECIFICATION
Director, School Relations and International Education

FLSA Status: Exempt
EEOC Job Category: Professionals
Union Representation: Unrepresented

GENERAL PURPOSE
Under the direction of the Vice President of Student Support Services, the Director, School Relations and International Education will provide administrative leadership and operational oversight to the District’s school relations with school districts and transfer institutions as well as international education programs.

DISTINGUISHING CHARACTERISTICS
This is a single-incumbent, classified management position which is responsible for developing, administering and supervising all aspects of Long Beach City College’s inter-school and college partnerships such as the Long Beach College Promise programs, high school dual enrollment and early preparation, and cross-institutional pathway programs; as well as the international education programs with a focus on student access to and successful completion of degree and certificate programs.

Responsibilities include compliance with laws and regulations pertaining to federal immigration requirements, California Education Code and Title 5; promotion and expansion of school-to-school student transition partnerships and international education programs; oversight of study abroad site selection, travel arrangements, and insurance coverage; and oversight of budgets and fundraising.

Responsible for developing and managing programs and services with other student support programs and services and with the Office of Academic Affairs, deans, department chairs, and faculty from related instructional programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, manages and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual department budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and district goals, objectives and performance measures consistent with the District’s quality and service expectations.

2. Provides day-to-day leadership and works with staff to ensure a high performance, customer service oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
3. Participate in development of operational plans and initiatives including enterprise-level direction and strategy for business intelligence to meet department goals and objectives. Implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results.

4. Administer and direct all aspects of inter-school partnerships, such as Long Beach College Promise programs (4th grade tours, Long Beach College Promise scholarship, Promise Pathways operations group, Promise Pathways CSULB Beach Cohort); develop and monitor inter-school memorandums of understanding (MOUs) for career pathways programs, dual enrollment programs (SB 650), adult education programs, and grant-specific activities (i.e. Upward Bound, GEAR UP).

5. Administer and direct all aspects of the international education program, including recruitment, matriculation, retention; and international student program completion; promote the study abroad program and increase the number of international students that transition into credit-bearing programs from the American Language and Culture Institute (ALCI); recruitment selection, program development, travel arrangements, and participation oversight of the study abroad program; actively develop and oversee external funding, including grants for international initiatives; and development and coordination of international student education learning activities across campus.

6. Assure international students’ compliance with US Immigration and Customs Enforcement (ICE) regulations, determining appropriate action or intervention to be taken when necessary; serve as the Designated School Official authorized by the Department of Homeland Security and as an Alternate Responsible Officer authorized by the Department of State to ensure legal compliance with student immigration, employment, taxation, and public assistance; and interpret legal aspects of institutional Student and Exchange Visitors Information System (SEVIS) compliance.

7. Maintain District’s compliance with State and Federal legislation, California Education Code, and Title 5 regulations regarding dual or concurrent enrollment and program articulation.

8. Coordinate with other segments of the campus, specifically the Office of Academic Affairs and instructional programs, to promote and advance inter-school partnerships and international education; promote and coordinate the integration of international programs in academic areas.

9. Develop short-term and long-term plans, including budget development and monitoring, for the expansion of the international student program, including a multi-year budget growth plan and international student success plan; and the expansion of school partnerships with local K-12 school district, community colleges, and universities.

10. Participate actively and represent the college in local, regional, and national professional organizations related to K-16 partnerships and international education.

OTHER DUTIES

1. Maintain current knowledge of trends and practices in K-16 partnerships, high school to college transition programs, and international education programs.
2. Participate in a variety of internal and external committees and meetings including representation on local organizational boards and committees.

3. Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

1. Policies, goals, and objectives of the District board of Trustees, the Superintendent-President, and the Educational Master Plan.

2. Principles of communication and public relations and its role in advancing an organizational agenda.

3. Federal immigration law, including legal requirements of SEVIS compliance and immigration regulations related to I-20 issuance, immigration documentation, employment, taxation, and public assistance.

4. State regulations and legislation related to K-16 programming, dual and concurrent enrollment, inter-school articulation, and adult education.

5. Best practices in K-16 programming, including linked learning, career pathways, 2+2 programs, early- and middle-college, and transfer degree programming.

6. Principles and techniques required to establish and maintain positive external and internal relations; key internal and external contracts to mobilize outreach activities.

7. State and Federal guidelines related to grant development, implementation and compliance.

8. Oral and written communication skills and ability to make professional presentation to a wide variety of audiences.

9. Research methods and techniques.


11. Principles and practices of administration, supervision and training.

12. English usage, spelling, grammar and punctuation.

13. Principles and practices of sound business communication.

14. Interpersonal skills including tact, patience and diplomacy.

15. The diverse socioeconomic, cultural, ethnic and disability backgrounds of the local regional population.

Ability to:

1. Plan, organize and direct the work of Student Relations and International Education staff.
2. Plan, develop, and implement K-16 partnerships and international education programs.

3. Establish external relationships with K-12 school districts, universities, and local organizations, and internal relationships with instructional and student services faculty and staff.

4. Design, coordinate, and manage a broad range of programs and services to attract international students.

5. Seek additional financial resources through grant applications and partnerships to support and enhance international initiatives at the College.

6. Develop, write and implement College grants and contracts.

7. Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the Superintendent-President and Executive Committee.

8. Prepare clear, concise and comprehensive reports and written materials.

9. Design, direct, and facilitate internal and external marketing and program information.

10. Exercise sound, expert and independent judgment within general policy guidelines.

11. Analyze and evaluate sensitive situations accurately, determine impact on partner institutions and/or the District, and recommend effective course of action.

12. Use a high degree of tact, diplomacy, and discretion in dealing with sensitive and complex issues and situations and information on behalf of the college.

13. Communicate effectively, both orally and in writing.

14. Meet schedules and timelines.

15. Operate a microcomputer and business related software involving word processing, spreadsheets, databases, imaging and desktop publishing.

16. Plan, organize and supervise work and staff; train, supervise, evaluate, and provide work direction and guidance to others.

17. Maintain effective working relationships with clients, staff, and members of the general public from diverse socioeconomic backgrounds.

18. Understand and follow oral and written directions.


**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited institution of higher education with a Bachelor’s degree communications, public relations, public administration, international education, or a closely related field; and a minimum of five years of experience in K-16 programming, public relations, communications, or international education; and a minimum of two years’ experience in management and supervision of staff; or an equivalent
combination of training and experience. A Master’s degree in educational administration, international education, or a related management discipline and community college experience is highly desirable.

Licenses; Certificates; Special Requirements:
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to sit; talk or hear both in person and by telephone; and use hands to finger, handle and feel computers and standard business equipment. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this job, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret people and situations; perform work on multiple concurrent tasks with constant interruptions, and interact with participant/students, outside agency contacts; off-site employer representatives; District management, staff, the public and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works under typical office conditions, and the noise level is usually quiet.