

Occupational Definition: The ideal Pathway Director facilitates and operationalizes collaborations to create and sustain pathways from K-12 to college and career success.

DUTIES		TASKS										
1.	CULTIVATES PARTNERSHIPS	1A. Promotes shared vision and goals.	1B. Develops outreach plan to partners.	1C. Initiates contact with potential new partners.	1D. Develops understanding of partner systems.	1E. Convenes meetings for logistical and action planning.	1F. Facilitates communication among stakeholders.	1G. Ensures partner needs are met in a timely manner.	1H. Engages partners to fulfill their commitments.	1I.	1J.	1K.
2.	OPERATIONALIZES PATHWAY COMPONENTS AND REQUIREMENTS	2A. Researches best practices.	2B. Identifies pathways that support labor market.	2C. Facilitates design of pathways.	2D. Aligns pathways to existing courses.	2E. Engages faculty, advisory committee and SMEs in pathway work.	2F. Implements agreements (e.g., CCAP).	2G. Integrates existing multi-level institutional support structures into pathway design.	2H. Manages program budget.	2I. Monitors program outcomes.	2J. Maintains repository of agreements.	
3.	FACILITATES PATHWAY DELIVERY	3A. Creates templates that establish parameters for delivering programs.	3B. Facilitates discussions to confirm selection of course offerings.	3C. Develops scheduling options based on existing school calendars.	3D. Creates schedule of offerings.	3E. Coordinates plan for high school facilities.	3F. Requests textbooks.	3G. Integrates multi-level student support structures into pathway operations.	3H. Integrates career pathways with counseling and student support initiatives.	3I. Verifies pathway structures/resources are in place to start delivery.	3J.	3K.
4.	PROVIDES TECHNICAL ASSISTANCE	4A. Conducts needs assessments.	4B. Develops technical assistance framework.	4C. Assists partners to align with student success metrics and reporting.	4D. Documents existing tools and resources.	4E. Adapts existing resources.	4F. Develops regional tools, templates and toolkits.	4G. Ensures pathways are aligned to regional labor market.	4H.	4I.	4J.	4K.
5.	PROMOTES EVIDENCE-BASED PROGRAM IMPROVEMENT	5A. Collects local and regional data.	5B. Consults with regional and state organizations (e.g. OC Center of Excellence).	5C. Facilitates creation of data sharing agreements.	5D. Uses data to identify gaps and opportunities.	5E. Shares data with stakeholders.	5F. Prepares reports on program effectiveness.	5G. Disseminates reports on program effectiveness.	5H.	5I.	5J.	5K..
6.	ENSURES REGULATORY COMPLIANCE	6A. Creates partnership agreements (e.g. CCAP, instructional services...)	6B. Monitors compliance with statutes and collective bargaining agreements.	6C. Verifies that data required for student matriculation is completed.	6D. Verifies that data required of faculty is submitted.	6E. Submits required reports to state.	6F. Keeps current with legal and regulatory changes.	6G.	6H.	6I.	6J.	6K.

Skills and Knowledge

Skills in:

Conflict resolution/mediation
Customer service
Data systems and analysis ++
Develop and maintain personal relationships
Facilitation++
Listening
Microsoft Office Suite Applications
Multi-tasking
Navigating complex organizations
Negotiating agreements +
Organization
Planning
Presentation techniques
Prioritizing
Problem solving
Project management
Public speaking
Report and technical writing +
Research +
Time management

Knowledge of:

California Education Code, Title 5 Regulations ++
Collective bargaining agreements +
Communication
Curriculum development and alignment
Data systems (state and local)
Evaluation concepts and techniques
FERPA
High school structures
Instruction and student support services in K-12 and community colleges
K-12, community college, university systems +++
Labor market information
Methods of class scheduling
Labor market information
Local and regional institutions
Pathway concepts and models +
Project management +
Regional industries and trends
Research methods
Scheduling
Secondary/Higher Education funding models

Equipment/tools/supplies

Google Drive
Information systems ERPs (e.g. Banner)
MS Office Suite (Word, Excel, PowerPoint, Outlook)
Mobile devices
Newsletter
Project management software and platforms (e.g. Basecamp)
Presentation/AV equipment
Scheduling tools (e.g., Doodle)
Shared document management platforms/software (e.g. SharePoint, Google Docs)

Challenges

Assess and revise profile and job description based on field pilot.
Clarification needed as to where the position is best situated within institutions.
Consistency in job descriptions and compensation on a regional basis.
Dissemination and outreach needed to insure wider stakeholder buy-in.
Explore opportunities for sustaining position through funding generated by student enrollment.
Need for adaptability based on different cultures and contexts of pathway partners.
Need to insure sustainability and institutionalization of role.

Worker Behaviors

An Ideal Pathway Director is....

A convener
A deal closer
A good listener
A problem solver+
A resource broker +
A story teller
An able sales promoter+
Able to manage time
Able to multi-task
An advocate
Collaborative +
Competent
Creative
Customer service oriented
Diligent
Focused
Network oriented +
Organized
Patient
Persistent
Results oriented +
Self-confident

Panel

Mary Anstadt
Manager
CTE Transitions & OC Pathways
Saddleback College

Naomi Castro
Director
Careers Ladders Project

Gustavo Chamorro, Ed.D.
Orange County Director
LAOC Regional Consortium

Diane Donnelly-Toscano, Ed.D.
Director of Curriculum & Instruction
Anaheim United High School District

Dennis Harkins, Ph.D.
President
Orange Coast College

Henry Hua, Ed.D.
Dean of Business and Dual Enrollment
Cyprus College

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Profile Facilitators

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Profile of an Ideal Pathway Director

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