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.	11.	1J.	1К.
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.	ЗК.
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.	41.	4J.	4К.
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.	51.	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.	61.	6J.	6К.

Skills and Knowledge

Skills in: Knowledge of: Conflict resolution/mediation California Education Code, Title 5 Regulations ++ Customer service Collective bargaining agreements + Data systems and analysis ++ Communication Develop and maintain personal relationships Curriculum development and alignment Facilitation++ Data systems (state and local) Listenina Evaluation concepts and techniques Microsoft Office Suite Applications FERPA Multi-tasking High school structures Navigating complex organizations Instruction and student support services in K-12 Negotiating agreements + and community colleges Organization K-12, community college, university systems +++ Planning Labor market information Presentation techniques Methods of class scheduling Prioritizing Labor market information Problem solving Local and regional institutions Project management Pathway concepts and models + Public speaking Project management + Report and technical writing + Regional industries and trends Research + Research methods Time management Scheduling Secondary/Higher Education funding models

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

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.

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

Sylvia Kaufman, Ed.D. Assistant Superintendent Fullerton Joint Union High School District

Jose Ramon Nunez, Ph.D. Vice-President of Instruction Fullerton College

Andreea Serban, Ph.D. Vice-Chancellor Educational Services and Technology Coast Community College District

Project Director

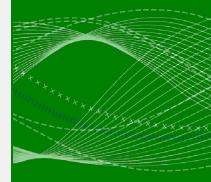
Stephanie Feger

Profile Facilitators

Joseph Ippolito **Education Development Center** Cleveland, Ohio

Joyce Malyn-Smith, Ed. D. **Education Development Center** Newton, Massachusetts



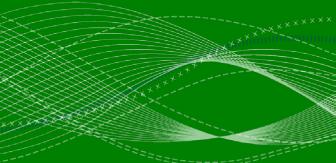








Profile of an Ideal **Pathway Director**



April, 2018

CALIFORNIA COMMUNITY COLLEGES



Education **Development** Center