

The following is an example of a job description template for the DSN position that contains the requirements, expectations and standards for the position.

Job Description

Deputy Sector Navigator

Scope

The Deputy Sector Navigator (DSN) for the [Sector Name] sector serves all [number] colleges in the [Region] to facilitate higher performance levels by the region in achieving the *Vision for Success*. This is a strategic position, adding value to individual college programs by responding to significant labor market trends, engaging industry participation, and arranging funding that help build initiatives throughout the region to increase student success.

Deputy Sector Navigators (DSNs) work with business and industry, colleges and other stakeholders to help create career educational opportunities for students. They proactively engage industry with the colleges in creating initiatives that enable student employment and lifelong learning in the sector. Consistent with the [Vision for Success](#), DSNs connect colleges with opportunities to enrich career education student success through relationships with business and industry, assist faculty and programs to increase student employability, and facilitate access to resources. Key requirements are for DSNs to apply business and industry expertise and fluency in articulating priorities, such that the colleges can take effective action.

DSNs benefits to the colleges for an assigned sector include:

- Increased enrollment in college programs
- Increased student persistence and completion
- Increased student employment in living wage jobs

DSNs benefits to industry include:

- Bridging supply/demand gaps
- Enhancing the talent pipeline from colleges into the industry
- Upskilling incumbent workers to meet new technological demands

In addition, DSNs provide services to industry through facilitation of initiatives designed to increase economic development of the sector and promote workforce development activities.

This position reports to [title: supervisor of record] and is governed by terms of the grant or sub-agreement that funds the position. Working hours are aligned with standard business hours, typically 8AM to 5PM Monday through Friday, subject to policies of the host college for holidays, personal time off, sick days, and vacation time.

Duties and Responsibilities

Build and Manage Industry Partnerships:

- Identify industry priorities through industry data, LMI data, LaunchBoard, and Centers of Excellence research, focusing on:
 - Supply/demand gaps that can be filled by the colleges
 - Skills gaps that can be filled by the colleges
 - Market and technology trends that are impacting workforce requirements
 - Economic and policy drivers that can be leveraged in workforce development
 - Key industry players such as associations and major employers
 - Key community college programs in the region that can be leveraged
- Cultivate regional industry advisory councils with the following functions:
 - Engage major employers across the regional labor market
 - Develop a common understanding of supply/demand and skills gaps
 - Initiate and manage industry engagement with faculty and administrators
 - Convene regional collaboratives to facilitate faculty and industry joint actions
 - Facilitate sustainability of the regional collaboratives
- Conduct additional research as required:
 - Convene industry focus groups on specific occupations or initiatives
 - Attend conferences and seminars to expand knowledge of industry priorities
 - Arrange primary research to inform curriculum development
 - Convene sector-specific groups specific faculty groups Develop Initiatives to Enrich Student Success:
- Develop and execute a regional sector strategy
 - Engage industry stakeholders, the SN, and other DSNs in creating a strategic plan to benefit the region's community college programs by addressing industry priorities
 - Involve external stakeholders such as: workforce boards, regional economic development groups, non- profit groups, K-12, and others
 - Support community college staff to implement the Strong Workforce Program; such as Workforce Pathway Coordinators, K-14 Technical Assistance Providers
 - Involve internal stakeholders, such as; Chief Instructional officers, CTE Deans, CTE Directors, CTE faculty, and others
- Create program enrichment proposals for consideration by the colleges:
 - To increase enrollment
 - To build or enhance Guided Pathways
 - To bridge supply/demand gaps
 - To bridge skills gaps
 - To align with regional industry priorities
 - To align with industry-recognized credentials
- Assist Colleges in executing successful initiatives:
 - Assist colleges and programs with market intelligence information
 - Coordinate sector focused faculty professional development
 - Infuse current industry expertise into curriculum development
 - Build CTE faculty communities of practice
 - Braid funds to support initiatives
- Align with each college's integrated planning process
 - Secure dean-level approval before proposing new initiative to a college
 - Prepare documentation needed for college approval

Example of a standard job description for the Deputy Sector Navigator position (11/19/18, FA)

- Assist in curriculum planning and approval process
- Maintain appropriate information flow with the CTE Dean and college administration
- Leverage statewide and regional resources:
 - Align regional initiatives with statewide sector strategies
 - Collaborate with the statewide Sector Navigators (SN) and other DSNs in developing initiatives
 - Work with the RC and COE to integrate initiatives into the regional plan/strategy
 - Facilitate preparation and approval of SWP and other funding sources
 - Match new funding opportunities to appropriate initiatives and colleges
 - Assist in identifying adjunct instructors within industry
 - Provide resources to convene colleges in communities of practice
 - Facilitate connections to initiatives and resources from Workforce boards and regional economic development councils

Performance Measurement

- Work plan execution:
 - Clearly supports the *Vision for Success*, reflecting both the statewide sector strategy and regional consortia strategy
 - Achieves *Vision for Success* metrics as committed in the work plan
 - Periodic performance assessment is performed by the supervisor of record
 - Quarterly reports on progress against the work plan and compliance with regulatory requirements is performed by the program monitor
- Budget Management:
 - Assures prudent investment of funds
 - Complies with regulatory requirements
 - Fully expends allocated funds, consistent with the above
 - Reports budget performance quarterly and annually reporting
 - Performance review are conducted by the supervisor of record and the program monitor
- Sector strategy participation:
 - Adds value to development of statewide strategies that directly impact achievement of the *Vision for Success*
 - Implements sector strategies in accordance with the statewide plan
 - Initiates pilot programs that can be scaled statewide
 - Adds subject matter expertise to inform team activities
- Regional Consortia strategy participation:
 - Informs regional strategy through sector expertise to directly impact achievement of the *Vision for Success*
 - Implements regional consortia strategies within assigned sector
 - Develops proposals to benefit the colleges through SWP and other funding opportunities
 - Contributes to collegiality of the regional consortia and affiliated colleges
- 360⁰ Evaluation:
 - Receives feedback from community college and industry colleagues through periodic 360⁰ assessments