

Senior Director of K-14 Programs (0310U), Center for  
Educational Partnerships - 78747  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258228>

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Posted Jun. 13, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Senior Director of K-14 Programs (0310U), Center for Educational Partnerships - 78747
<b>Department</b>	Center for Educational Partnerships
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 13, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Professional Staff
<b>Academic Field(s)</b>	Curriculum/Instruction Education - General
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**Job Description**

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**Senior Director of K-14 Programs (0310U), Center for Educational Partnerships - 78747**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

Housed within the Division of Student Affairs, the Center for Educational Partnerships (CEP) is the primary department on the UC Berkeley campus charged with developing and implementing programs and strategies to improve academic preparation, expand educational opportunities, and ensure access to higher education for low-income, first generation, and underrepresented students. Working in partnership with local schools and communities, CEP improves academic achievement and expands post-secondary educational opportunities for students who face significant barriers to college.

CEP oversees 10 programs with a combined operating budget of \$18 million, over 70 career staff, 50 limited appointments, student employees, and over 55 college advising fellows. CEP's diverse programs help young people overcome educational and financial barriers to prepare for and be accepted at two- or four- year colleges. The programs provide services free of charge to at least 75,000 students at 147 schools and 70 community colleges each year. CEP also provides an impressive range of summer programs that give hundreds of students academic enrichment while they experience campus life at Cal. More than ninety percent of high school seniors in its programs go on to college - and they are often the first in their families to do so.

## Position Summary

Reporting to the Executive Director of Educational Partnerships, the Director of K-14 Programs is responsible for and will have direct oversight of two (2) K-14 Academic Preparation Manager 1s and

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one (1) Project Policy Analyst 3, ensuring alignment with CEP's mission, compliance with statewide and federal policies, and the successful implementation of academic preparation programs. The incumbent will provide leadership and support to CEP departments on the development of program models, policy compliance, addressing personnel issues, data management (through a newly created centralized data management system), budget planning and management, and engaging with campus stakeholders.

### **Application Review Date**

The First Review Date for this job is: 06/25/2025.

### **Responsibilities**

#### **Program Management and Fiscal Oversight**

- Oversee daily operations of multiple K-14 college access and preparation programs within CEP, ensuring programmatic efficiency, compliance, and quality assurance.
- Ensure compliance with statewide, regional, and funding policies, as well as CEP procedures, including risk management and working with minors.
- Standardize training and processes across the department.
- Foster collaboration among programs, streamlining efforts at school sites and within the department.
- Responsible for ensuring Program Directors implement academic enrichment programming.
- Support the Executive Director with developing college access programming across CEP.
- Stay current with innovative, research-based strategies to guide program development and direction.
- Develop and update CEP programs' service and accountability frameworks, including annual service plans, in collaboration with Program Directors.
- Develop and lead trainings, retreats, and strategic planning efforts for program leadership.
- Assess funding needs, develop budget strategies, and oversee program budgets to ensure financial stability and administrative efficiency, in alignment with CEP, department, and UC policies.
- Work closely with the Executive Director to identify funding sources and support grant writing, donor proposals, and revenue generation efforts.

#### **Personnel Management**

- Provide supervision, leadership, and strategic direction to Program Directors, ensuring alignment

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with CEP's mission and strategic priorities.

- Establish and enforce performance standards, providing coaching, professional development plans, and direction to staff to meet goals and job expectations.
- Oversee recruitment, selection, training, and supervision of professional staff who are managers/supervisors.
- May also supervise analytical and administrative staff.
- Ensure quality control and standardization of program services, staff knowledge, and expertise through structured training and onboarding.
- Provide technical assistance to Program Directors on contract negotiations for revenue generation.
- Advise and support subordinate managers and supervisors on human resources, budget management, data reporting, evaluation, and program development.
- In consultation with HR and the Executive Director, take appropriate disciplinary actions in accordance with university personnel policies and contracts.

#### Data Management, Evaluation, and Reporting

- Work closely with CEP Data and Communications Team to, create and manage effective data reporting systems to use in reporting student outcomes and in the overall development, implementation, and evaluation of CEP's programs.
- Establish annual performance targets for programs based on data evaluation.

#### Additional Responsibilities

- Represent CEP at program-affiliated conferences and convenings to ensure continued funding and compliance for UC SAPEP, and various donors.
- Participate in department, divisional, campus, and external committees, and workgroups.
- Brief AVC for Educational Partnerships and Executive Director on program trends, issues, opportunities, challenges, and needs.
- Identify key events and activities for AVC for Educational Partnerships and Executive Director participation.
- Collaborate with the AVC for Educational Partnerships, Executive Director, and Director of Finance and Operations to align financial and operational strategies across CEP.
- Meet with CEP's Senior Policy Adviser and Associate Director for Organizational Development on risk management, work with minors, and other compliance matters.

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## Required Qualifications

- Extensive experience designing and implementing college preparation curriculum, academic enrichment programs for K-14 students, and professional development for K-14 educators, with the ability to adapt and evolve these programs annually.
- Demonstrated ability to and/or can quickly learn to develop, implement, and evaluate programs and strategies that advance the University's academic preparation mission and goals.
- Proven capacity to translate knowledge and requirements into developmentally appropriate academic enrichment and college advising frameworks for K-14 outreach initiatives.
- Advanced knowledge and experience applying evaluation methodologies, data analysis, and technical collaboration to develop effective data management and continuous improvement systems.
- Advanced knowledge and experience in implementing risk management policies for academic year and summer programming, including compliance, workforce management, program planning, reporting, and accountability for working with minors and working in K-14 institutions.
- Extensive experience and advanced knowledge in the concurrent management of multiple complex educational access programs serving a variety of K-14 student populations-each with unique goals, locations, target audiences, and funding sources-within a unified departmental structure.
- Demonstrated cultural competency and experience designing and providing programs and services to the demographics of the student populations and their families where the programs exist.
- Ample experience implementing advising and support strategies for low-income, first- generation, and underrepresented K-14 students regarding postsecondary pathways and careers.
- Expertise in current educational policies, pedagogical practices, and systemic issues impacting K-14 academic development, especially for underserved student populations.
- Advanced knowledge of high school graduation and college entrance requirements, including those for UC, CSU, CC, and other postsecondary systems, along with admissions, financial aid, scholarships, and matriculation processes.
- Expert-level understanding of evolving university partnerships with K-14 Local Education Agencies (LEAs), including the ability to identify key stakeholders and cultivate sustainable relationships.
- Significant knowledge of fund/state/federal regulations, reporting requirements, and accountability standards impacting K-14 programs.
- Advanced leadership and interpersonal skills in supervising both individual contributors and managerial staff responsible for implementing K-14 academic preparation services.

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- Expert-level knowledge of organizational development strategies and best practices, including strategic planning, budgeting, marketing, and communication for K-14 programming.
- High-level expertise in human resources management, including working with varied teams, conflict resolution, staff motivation, and capacity building.
- Expert-level skills in negotiation, advocacy, and political acumen required to lead multi-stakeholder educational initiatives.
- Demonstrated ability and/or can quickly learn to articulate program goals and mission clearly to a variety of audiences, including students, educators, administrators, and community stakeholders.
- Demonstrated knowledge of budgeting and financial analysis techniques across multiple funding sources for K-14 programs, including annual adaptation and forecasting.
- Ability to work effectively under pressure across diverse educational and operational settings while maintaining professionalism.
- Proficient computer literacy, including MS Office, Google Suite, cloud-based platforms, and online database systems used in education programming and evaluation.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Master's degree in related area and/or equivalent experience/training.

### **Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$126,400.00 - \$155,000.00.

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- This is a full-time, Career position that is eligible for full UC benefits.
- This is an exempt, monthly-paid position.

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

- This is not a visa opportunity.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:



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[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

**Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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