

Position:

and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- æ Develops, administers, and oversees the program budget; monitors program expenditures to ensure compliance with established laws and regulations, as well as funding agency requirements.
- æ Participates in developing strategic plans for the program by coordinating with other departments and divisions in the development of programs and partnerships designed to promote the opportunity for high school students to earn college credits.
- æ Develops and implements annual recruitment and publicity plans; conducts evaluation studies and prepares annual and progress reports for District administrators and middle and high school partners.
- æ Establishes and maintains relationships with school district officials, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities.
- æ Develops and maintains student tracking system to ensure compliance with program eligibility standards.
- æ Initiates, oversees, and directs the collection of student data to measure and evaluate student success, including retention and persistence rates, passing rates, academic achievement, college entrance information, and other required data.
- æ Develops grant proposals that meet funding agency requirements and priorities, including writing the grant narrative and completing all required forms and documents; establishes and maintains contacts with funding agency personnel and potential grant partners.
- æ Attends and participates in professional group meetings and various committees and advisory groups; stays abreast of new trends and innovations in the field of the assigned programs and other services as they relate to the area of assignment.
- æ Advises, provides guidance, and prepares and delivers presentations on issues pertaining to the assigned programs (e.g., dual enrollment, concurrent enrollment, credit by exam, and Bridging the Gap initiative).
- æ Maintains and directs the maintenance of working and official departmental files.
- æ Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- æ Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President of Student Affairs.
- æ Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- æ Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- æ Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- æ Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- æ Principles and practices of enrollment management.
- æ Principles and practices of fiscal management, strategic and facilities planning
- æ Pertinent federal and state laws and regulatory provisions.
- æ College accreditation procedures, practices, and standards.
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- æ Operate modern office equipment including computer equipment and specialized software applications programs.
- æ Understand and appropriately apply scope of authority in making independent decisions.

Education and Experience:

- æ A bachelor's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- æ Two (2) years of formal training, internship, or leadership experience reasonably related to the assigned program and duties.
- æ Master's preferred.
- æ Direct leadership experience with educational projects preferred.

Licenses and Certifications:

- æ Possession of, or ability to obtain, a valid California Driver's License by time of appointment.