



Cañada College ♦ College of San Mateo ♦ Skyline College

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## **DIRECTOR OF GUIDED PATHWAYS & COMPREHENSIVE REDESIGN**

An Academic Supervisory (Exempt) Position (Grant-Funded)  
Grade 192E – Salary Schedule 35

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### ***A. Who We Are***

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the District’s Strategic Plan, “success, equity, and social justice for our students are longstanding goals.” The District’s [“Students First” Strategic Plan](#) is focused on “Student Success, Equity and Social Justice.” We provide students with a rich and dynamic learning experience that embraces differences — emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

### ***B. The College and the District***

Skyline College is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 16,000 students each academic year. Cañada College has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on [Skyline College’s Planning, Research, and Institutional Effectiveness \(PRIE\)](#) website.

### ***C. Who We Want***

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

### ***D. The Position***

Reporting to the Dean for Student Equity and Support Programs, the Director of Guided Pathways and Comprehensive Redesign is responsible for planning, developing, organizing, directing, implementing and evaluating the work of the [Comprehensive Redesign](#) at Skyline College. The Director is the lead

administrator ensuring that the collaborative and integrated work of the college Comprehensive Redesign is grounded in equity, student success, and student completion. This highly collaborative work requires that the Director serve as a member of the Student Services Leadership Team and the Instructional Leadership Team, with direct administration of the Skyline College Design Team, which is charged with the overall leadership and implementation of the components of the Comprehensive Redesign work. This grant funded position is secured Fall 2018 – Spring 2020. As a member of the college leadership team, the Director is held to the [Leadership Standards of Excellence](#).

**This position is funded by the Guided Pathways Grant/CCCCO and may be eliminated once the grant funding has been exhausted. First round interviews for this position are scheduled for Wednesday, October 3 and Thursday, October 4. Finalists for the position will be invited back to the campus for a final interview on Monday, October 15.**

### ***E. Duties & Responsibilities***

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Provides leadership for the Skyline College Design Team, the Design Team Co-Leads, and all matters related to the implementation of the work to the Comprehensive Redesign
2. Develops, manages, and implements the calendar of work and tasks connected to the various components of the redesign
3. Collaborates with the Vice Presidents of Administrative Services, Instruction, and Student Services to ensure that the work of the Comprehensive Redesign is integrated, collaborative, and fully connected to the mission of Skyline College
4. Collaborates with the Marketing, Communications, and Public Relations leadership, department, and team to develop, maintain, and disseminate information about the Comprehensive Redesign via multiple media forums, including web, print, email, advertisement, etc.
5. Maintains regular contact with participatory governance structures to maintain transparent communication and collaborative efforts, such as Academic Senate, Classified Senate, Associated Students of Skyline College, College Governance Council, and other groups as directed
6. Works collaboratively with college colleagues connected to professional development of staff, faculty, and administration
7. Works collaboratively with District colleagues and committees/work groups as needed to ensure collaboration and communication of the Comprehensive Redesign work
8. Collaborates with the Dean of Planning, Research, and Institutional Effectiveness to develop, implement, and analyze Comprehensive Redesign components as needed
9. Develops and manages a detailed budget for all fiscal matters related to the Comprehensive Redesign and collaborates with the business office manager to ensure sound fiscal practices
10. Provides written summary reports, white papers, and short articles capturing the progress and work of the Comprehensive Redesign, including reports that will be used for the San Mateo County Community College District, the CCC Chancellor's Office, and other public audiences as directed
11. Collaborates with the Outreach Office and other college programs to ensure integrated and collaborative programming efforts related to connections with high schools, adult schools, alternative schools, and community and industry partners regarding the Comprehensive Redesign
12. Leads and participates in the research, preparation, application for, and follow-up procedures required for grants and other external sources of funding, including preparation and submission of reports as required
13. Maintains current knowledge of the state and national guided pathways work and programs
14. Participates and collaborates actively with other administrators, as part of the college leadership team

15. Participates in Emergency Preparedness programs and activities as a member of the college leadership team
16. Performs other related duties as assigned

#### ***F. Minimum Qualifications***

- A combination of education and experience equivalent to possession of a Master's degree or above from an accredited institution
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

#### ***G. Physical/Other Requirements***

This classification requires the ability to operate a motor vehicle to travel to a variety of off-site locations; ability to exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects weighing 35 pounds or less; manual dexterity sufficient for operation of office equipment, including keyboard, mouse, and phone; ability to hear and speak to communicate and provide information to others; and vision to read printed material and computer monitor in order to perform the essential functions.

#### ***H. Knowledge, Skills & Abilities***

1. Knowledge of work and research pertaining to guided pathways, student completion, and retention programs/ activities
2. Understanding of and commitment to the role and purpose of the community college and its connection to the local community, K-12 school districts, and industry partners
3. Ability to develop and maintain effective relationships with stakeholders within a college campus and surrounding community
4. Demonstrated knowledge and abilities of effective leadership
5. Ability to work autonomously, with high organizational skills that enable the performance of duties in a timely manner and with attention to detail
6. Ability to develop, coordinate, manage, and evaluate innovative programs and services
7. Experience with program development and curriculum pathways
8. Experience building and leading a team of faculty and staff
9. Skill in the development and communication of evaluative reports of progress both orally and written
10. Working knowledge of grant-funded programs, compliance, regulations, and related policies and procedures
11. Knowledge of basic research and planning methods
12. The ability to elicit and bring focus to recommendations from students, faculty, staff, and administrators
13. Organizational skills that enable the performance of duties in a timely manner and with attention to detail
14. Skill in the use of a variety of computer software programs to access student records and to prepare reports, presentations, and other materials