



Cañada College ♦ College of San Mateo ♦ Skyline College

POSITION DESCRIPTION

DIRECTOR OF HIGH SCHOOL TRANSITION AND DUAL ENROLLMENT

Academic Supervisory Position
Grade 193E–Salary Schedule 35

A. General Statement

San Mateo County Community College District values the principles of diversity and equity. We provide our students with a rich and dynamic learning community that embraces differences, emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become critical thinkers and socially responsible leaders.

The Director of High School Transition and Dual Enrollment supports the seamless transition from secondary to post-secondary education as well as successful completion of the first-year of community college. The Director serves as the primary administrator on the design, implementation, and evaluation of Dual Enrollment programs and the Promise Scholarship Program at College of San Mateo and will oversee matters relating to planning, development, budgeting, implementation, compliance with rules and regulations, monitoring, and evaluation of programs and activities. This position will create a sustainable and sound infrastructure to support and expand Dual Enrollment that include concurrent enrollment, early college and Middle College high school partnerships while promoting educational access and equity. They will serve as a transition liaison for high school students to the CSM Promise and First-Year Programs. This Director will work closely with Admissions and Records, Financial Aid, Counseling, Year One, learning communities, the Office of Instruction and Academic Deans to help support early college initiatives and high school to CSM transition.

B. 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. Serves as the primary administrator on the design, implementation, and evaluation of CSM's Dual Enrollment and Promise Program. This position will oversee matters relating to planning, development, budgeting, implementation, compliance with rules and regulations, monitoring, and evaluation of programs and activities
2. Develops and implements services, strategies, projects, goals and objectives for each program.
3. Responsible for developing a collaborative working environment with Deans and Vice Presidents in instruction and students services related to Dual Enrollment and Promise initiatives
4. Collaborate with the Community Outreach office to help high school students transition into first-year programs including Promise and Year One

5. Collaborate with ACCEL and CTE Strong Workforce initiatives and other regional joint ventures to support transitions into college and or CTE Pathway programs
6. Support the implementation of local and statewide initiatives such as AB288 (College and Career Access Pathways), non-AB 288, California Community College Linked Learning Initiatives (CCLLI), and Dual Enrollment/Early College efforts in San Mateo County
7. Meets with high schools/districts administrators and conduct needs analyses in order to prepare a Memorandum of Understanding acceptable to both, the College and the high schools/districts.
8. Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or the Board of Trustees for consideration.
9. Ensures student support structure is established for each signed agreement, including but not limited to counseling, matriculation, tutors, and books. Works with College staff and faculty to facilitate enrollment to high school students participating in a career pathway.
10. Works collaboratively with instructors, staff, and high schools/districts to ensure that current and future dual enrollment courses and activities meet Career Access Pathways Act requirements and comply with established standards, laws, codes, rules, regulations, policies and procedures.
11. Serves as a liaison between institutions for course scheduling, curriculum, conflict resolution, resources and personnel to assure clear communications and enrollment practices. Resolves problems raised by faculty and students of the program.
12. Provides and coordinates support services; assists program participants with obtaining and maintaining program enrollment, goals and progress. Provides program information to students, parents, and the community.
13. Establishes and maintains program timelines and priorities; participates with the coordination of course offerings, and ensures faculty coverage for each course.
14. Directs and participates in the preparation and maintenance of various narrative and statistical records and reports. Submits mandated reports to appropriate personnel according to established time-lines.
15. Facilitates and coordinates admission, program registration, and articulation of programs between the College and high schools/districts.
16. Conducts site visits and strengthen communication between the College, high schools/districts, and their respective academic and student affairs departments. Visits the high schools and ensure courses offered in the high school are the same as the courses offered on the College campus.
17. Develops and coordinates marketing, recruitment and outreach activities to facilitate and enhance knowledge of and participation in Dual Enrollment Programs by students.
18. Establishes and maintains contact with community groups, and local agencies.
19. Develops and monitors budgets, coordinates expenditures and maximizes financial resources. Assists with the invoicing of expenses related to program activities.
20. Conducts end-of-term student evaluations for each dual enrollment course offered as needed. Surveys and collects data on students and alumni, and may annually conduct surveys of participating high school instructors, principals, and guidance counselors.
21. Provides training and professional development related to Dual Enrollment and Promise program
22. Leads, supervises, trains, and evaluates assigned personnel.
23. Participates on and chairs committees, task forces, and special assignments. Prepares and delivers oral presentations related to assigned areas.
24. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
25. Performs other related duties as assigned

C. Requirements

1. A combination of education and experience equivalent to possession of a Master's degree or above in student services, counseling, student development, or similar program related to student programming and advising
2. Two years of increasingly responsible related work experience that has included program planning
3. Demonstrated ability to communicate sensitivity, constructively and respectfully with people of diverse

- genders, cultures, language groups and abilities
4. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students
 5. Demonstrated skill in oral communication, including public speaking
 6. Demonstrated skill in written communication
 7. Demonstrated skill in program evaluation
 8. Skill directing the work of others
 9. Skill in event and project planning, implementation and evaluation
 10. Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations

D. Physical/Other Requirements

This classification requires communication with individuals, small groups and large groups; work in close proximity with individuals; comparing data, and interpreting data to others; flexibility, tact and patience; manual dexterity; bending; pulling; pushing; and reaching in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Previous experience or training in enrollment services, Dual Enrollment programs, program development related to student development, student success, and/or first year advising programs
2. Passion and motivation to engage students in their academic goals through student life
3. Knowledge of evidence-based strategies/programs that promote student success and completion
4. Skill in effective written and oral communication, including public speaking
5. Skill in interacting sensitively and respectfully with people of diverse cultures, language groups, and abilities
6. Skill in communicating effectively with people at all levels within an organization
7. Previous experience with grant development and writing
8. Skill in the use of a variety of computer software to compose and prepare correspondence, memoranda, presentations, publicity materials, and reports
9. Demonstrated skill in multi-tasking and prioritization of high volume workloads with attention to detail
10. Skill in the use of a variety of computer software, including spreadsheet, presentation, page layout, and web design applications
11. Skill in event planning, implementation, coordination, supervision, and evaluation
12. Skill in fundraising, grant development, and in cultivating funding resources