



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF MIDDLE COLLEGE

An Academic Supervisory (Exempt) Position
Grade 191E – Salary Schedule 35

A. General Statement

Reporting to the Dean of Language Arts, the Director of Middle College is responsible for planning, opening, developing, organizing, directing, and evaluating the Middle College and other closely related campus programs and services. It is anticipated that the position will be extended on a year-to-year basis pending availability of funding. The Director of Middle College is responsible for working with college and high school leaders and faculty members to develop a Middle College program which offers high school students concurrent enrollment and instruction in related areas such as study skills, tutoring services, academic counseling, guidance on career options, assistance in securing admission and financial aid for enrollment in four-year institutions, and mentorship. The director is responsible for the overall support and supervision of the entire staff.

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. Working with Skyline College and area high school leadership and stakeholders develop the goals, objectives, and activities for the Middle College Program
2. In concert with college and high school faculty and staff develop Middle College curriculum
3. Develop, coordinate, and maintain the preparation of a variety of outreach activities for the Middle College Program, including print materials and electronic information, such as newsletters, brochures, and web sites
4. Lead and participate 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
5. Maintain current knowledge of Middle College programs, as well as other concurrent enrollment and high school programs
6. Monitors progress and maintains records of students served by Middle College Program and prepares program evaluation and performance reports
7. Serves as liaison and conducts outreach activities with the college, high school, and the community
8. Conduct intake process: diagnose, assess, place new applicants

9. Coordinate the selection, purchase, and evaluation of learning resource equipment and materials for use by faculty and students
10. Plan and monitor program budgets, including categorical budgets
11. Develop goals, objectives, and activities as well as guidelines and evaluation tools for needs assessment in areas of client satisfaction, program effectiveness, and delivery of services
12. Recommend and participate in the implementation of staff development programs for Middle College faculty and staff
13. Coordinate the preparation of catalog and brochure materials for programs
14. Provide articulation/liaison with other college divisions, services, student groups and off-campus institutions and groups
15. Participate and collaborate actively with other administrators
16. Establish and maintain rapport with high school and college faculty, staff, administration, and community stakeholders
17. Perform other related duties as assigned

C. Requirements

1. A Master's degree from an accredited institution, preferably in a student support services/learning resources field
2. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff

D. Physical/Other Requirements

This classification requires multi-tasking, flexibility, adaptability; accurate work under deadline pressure; attention to details; listening, good memory, sensitivity and tact; persuasive communication; negotiation; compromise; manual dexterity; working independent of direct supervision or specific guidelines; data analysis in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of and experience in Middle College programs or concurrent enrollment programs serving high school students
2. Understanding of and commitment to the role and purpose of the community college
3. Knowledge and understanding of high school districts and ability to develop and maintain effective relationships with stakeholders in the community
4. Ability to develop, coordinate, manage, and evaluate innovative programs and services
5. Experience with academic program development and curriculum design
6. Experience building and leading a team of faculty and staff
7. Skill in the development of department/division program reviews and in preparing evaluative reports
8. Working knowledge of grant-funded programs, compliance, regulations, and related policies and procedures
9. Knowledge of basic research and planning methods
10. The ability to elicit and bring focus to recommendations from students, faculty, staff, and administrators.
11. Organizational skills that enable the performance of duties in a timely manner and with attention to detail

12. Skill in the use of a variety of computer software programs to access student records and to prepare reports, presentations, and other materials

(3/2015)