



Cañada College ♦ College of San Mateo ♦ Skyline College

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## **DIRECTOR OF PATHWAYS & PROMISE**

An Academic Supervisory (Exempt) Position  
Grade 193E – 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***

College of San Mateo is part of the San Mateo County Community College District and designated as a Hispanic Serving Institution (HSI), enrolling approximately 15,000 students each academic year. College of San Mateo 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 [CSM’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 Vice President of Student Services and with additional guidance from the Dean overseeing Guided Pathways (currently the Dean of Language Arts), the Director of Pathways and Promise is responsible for planning, developing, implementing, and evaluating the work of Guided Pathways and the Promise Scholars Program at College of San Mateo. The Director of Pathways and Promise directs a college-wide, comprehensive approach to supporting the student journey, from proactive onboarding and intrusive advising

to wrap-around support and enhanced teaching and learning, including supporting a growing population of Promise scholars. The Director is the lead administrator ensuring that the integrated work of the college Guided Pathways efforts and Promise Scholars Program are grounded in equity, student success, and student completion. This role requires highly collaborative work across both Student Services and Instruction to coordinate with existing programs on campus and fill in gaps in student support through direct administration of the Promise Team and Guided Pathways Steering Committee. The Promise Team is charged with the overall leadership and implementation of wrap-around instructional and student service support for students in the Promise Scholars Program (a replication of the CUNY ASAP model), while the Guided Pathways Steering Committee is responsible for the development and maintenance of career and curricular pathways and support within each Academic & Career Community, including an Explorers Experience.

### ***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. Leads expansion efforts of the Guided Pathways initiative and Promise Scholars Program, helping to integrate both into the overall college redesign process with equity and students at the center
2. Provides leadership for the College of San Mateo Promise Team and Guide Pathways Steering Committee and related components
3. Oversees Pathways and Promise program and activity planning, development, budgeting, implementation, compliance with rules and regulations, monitoring, and evaluation; committed to the development of support programs and the replication of the CUNY ASAP program
4. Directs and coordinates Support Teams for the Promise Scholars Program and the Guided Pathways Academic & Career Communities, including the Explorers Experience; assists program participants with obtaining and maintaining program enrollment, goals and progress. Provides program information to students, parents, and the community
5. Leads, supervises, trains, and evaluates assigned personnel
6. Works collaboratively with District colleagues, administrators, faculty, and staff to ensure the success, collaboration, and communication of the Pathways and Promise work; partners closely with Admissions and Records, Financial Aid, Counseling, learning communities, the Office of Instruction, Academic Deans and other program partners to help support the success of Promise Scholars Program and Academic & Career Community Support Teams
7. Collaborates with the Vice Presidents of Administrative Services, Instruction, and Student Services to ensure that Pathways and Promise work is integrated, collaborative, and fully connected to the mission of College of San Mateo
8. Works closely with the Dean of Planning, Research, and Institutional Effectiveness to develop, implement, and analyze Pathways and Promise program components as needed
9. Collaborates with the Marketing, Communications, and Public Relations leadership, department, and team to develop, maintain, and disseminate information about Pathways and Promise efforts via multiple media forums, including web, print, email, advertisement, etc.
10. 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
11. Maintains regular contact with participatory governance structures to maintain transparent communication and collaborative efforts, such as Academic Senate, Classified Senate, Associated Students of College of San Mateo, College Governance Council, and other groups as directed; participates on and chairs committees, task forces, and special assignments

12. Partners with college colleagues to enhance the professional development of staff, faculty, and administration, including directing training and professional development related to Pathways and Promise work as needed, including but not limited to the College 1 Institute and IDST 110
13. Develops and manages a detailed budget for all fiscal matters related to Pathways and Promise work and collaborates with the business office manager to ensure sound fiscal practices
14. Provides written reports and presentations capturing the progress and work of the Pathways and Promise teams, 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
15. 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
16. Maintains current knowledge of the state and national Guided Pathways and Promise work and programs
17. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner
18. Participates in Emergency Preparedness programs and activities as a member of the college leadership team
19. Performs other related duties as assigned

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

- Master's degree or above from an accredited institution OR the equivalent
- Two years of increasingly responsible related work experience that has included program planning, including 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
- Demonstrated skill in written and oral communication, including public speaking
- Demonstrated skill in program evaluation
- Skill directing the work of others
- Skill in event and project planning, implementation and evaluation
- 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

#### ***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. Skill in interacting sensitively and respectfully with people of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds.
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. Knowledge of work and research pertaining to student development, student success, first year advising programs, guided pathways, student completion, and/or retention programs and activities
4. Knowledge of evidence-based strategies/programs that promote student success and completion

5. Ability to develop, coordinate, manage, and evaluate innovative programs and services
6. Skill in event planning, implementation, coordination, supervision, and evaluation
7. Demonstrated knowledge and abilities of effective leadership
8. Experience building and leading a team of faculty and staff
9. Ability to develop and maintain effective relationships with stakeholders within a college campus and surrounding community and elicit and bring focus to recommendations from students, faculty, staff, and administrators
10. Ability to work autonomously, with high organizational skills that enable the performance of duties in a timely manner and with attention to detail
11. Demonstrated skill in multi-tasking and prioritization of high-volume workloads with attention to detail
12. Skill in effective written and oral communication, including public speaking and evaluative reports
13. Working knowledge of grant-funded programs, compliance, regulations, and related policies and procedures
14. Knowledge of basic research and planning methods
15. Skill in the use of a variety of computer software programs to access student records and to prepare reports, presentations, and other materials

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