

DESERT COMMUNITY COLLEGE DISTRICT

MANAGER, CAREER AND COLLEGE ACCESS PATHWAYS

SUMMARY

Plan, assess, expand and evaluate the functions and activities that support College of the Desert Career and College Access Pathways. This position is the liaison between the college and high schools/districts and is responsible for managing and enforcing the terms and conditions of memoranda of understanding and College and Career Access Pathways Partnership (CCAP Partnership) agreements related to these programs.

DISTINGUISHING CAREER FEATURES

The Manager, Career and College Access Pathways, reports to the Director, Educational Partnerships and Programs, and is responsible for managing CTE dual enrollment course offerings at local high schools. The position requires experience in dual enrollment, articulation, and state and federal regulations applicable to concurrent enrollment. This position represents the college and interfaces with multiple school districts personnel, school site administrators, County Office of Education, and other partners. This position also requires the ability to promote and advertise assigned programs and coordinate efficient and accessible registration procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, assess, expand and evaluate the CTE Dual Enrollment Program. Develop and implement services, strategies, projects, goals and objectives for each program.
- Meet with high schools/districts administrators and conduct needs analyses in order to prepare a Memorandum of Understanding and CCAP agreement acceptable to both the college and the high schools/districts.
- Prepare recommendations and/or contracts as appropriate and submit them to the administration for consideration.
- Recommend updates to existing College of the Desert Board Policies and Administrative Procedures as appropriate and submit them to administration for consideration.
- Ensure student support structure is established for each signed agreement, including but not limited to counseling, matriculation, tutors, and books. Work with college staff to facilitate enrollment to high school students participating in a career pathway or high school Academy.
- Work collaboratively with instructors, staff, and high schools/districts to ensure that current and future CTE dual enrollment courses and activities meet College and Career Access Pathways Act requirements and comply with established standards, laws, codes, rules, regulations, policies and procedures.
- Serve as a liaison between institutions for course scheduling, curriculum, conflict resolution, resources and personnel to assure clear communications and enrollment practices. Resolve

problems raised by faculty and students of the program.

- Provide and coordinate support services; assist program participants with obtaining and maintaining program enrollment, goals and progress. Provide program information to students, parents, partners, and the community.
- Establish and maintain program timelines and priorities; participate with the coordination of course offerings and ensure faculty coverage for each course.
- Direct and participate in the preparation and maintenance of various narrative and statistical records and reports. Submit mandated reports to appropriate personnel according to established time lines.
- Working with the CTE Transitions Specialist, facilitate and coordinate admission, program registration, and articulation of CTE programs between the college and the high schools/districts.
- Conduct site visits and strengthen communication between the College of the Desert, high schools/districts, and their respective academic and student affairs departments. Visit the high schools and ensure courses offered in the high school are the same as the courses offered on the college campus.
- Develop and coordinate marketing, recruitment and outreach activities to facilitate and enhance knowledge of and participation in CTE Dual enrollment Programs by students.
- Working with the CTE Transitions Specialist, prepare a step by step handbook for high school partners and COD faculty to facilitate CTE dual and concurrent enrollment. Handbook should include at a minimum discussion of curriculum, instructor qualifications, impact of high school bell schedule on COD scheduling, appropriate dates for scheduling classes, information for parents of high school students participating in CTE dual and concurrent enrollment classes, information for faculty participating in dual and concurrent enrollment, textbook purchase and funding, fees, ADA and FTES considerations, instructor compensation options.
- Report progress monthly to College of the Desert Vice President, Student Learning, and College of the Desert Instructional Deans.
- Plan and coordinate professional development activities and trainings. Present at Board, school, and community meetings and events.
- Maintain currency of knowledge and skills related to the duties and responsibilities.
- May direct and evaluate the work of support staff. Including the identification, selection, evaluations, and training of support staff.
- Other duties and responsibilities as assigned.

QUALIFICATIONS

Requires a Bachelor's degree in a related field from an accredited college or university and five years of experience reasonably related to the administrative assignment. Master's degree with a major or concentration in Education, Counseling, or Psychology is desirable.

Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student, community, and employee population.

KNOWLEDGE AND SKILLS

This position requires professional knowledge of:

- Pertinent federal and state laws, regulations, standards, and requirements concerning Dual Enrollment programs.
- Curriculum standards, requirements, interpretation and application in Dual Enrollment Programs.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies, and administrative needs.
- Learning and student success processes, assessment, program outcomes, and application of technology.
- Integrated management systems
- Philosophy and objectives of community colleges.
- Advertising and marketing methods and techniques.
- Recordkeeping and report preparation techniques.
- Budget preparation and control.
- Public relations techniques.

This position requires demonstrated skill in:

- Developing assessment and processes to enhance program outcomes.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Closing contracts and successfully completing transactions.
- Using correct English, grammar, spelling, punctuation and vocabulary to prepare reports, professional correspondence, and presentations.
- Interpersonal skills using tact, patience and courtesy.
- Problem solving and conflict resolution in an academic environment.

ABILITIES

This position requires the ability to:

- Learn, interpret, and ensure compliance with established standards, laws, codes, rules, regulations, policies and procedures pertaining to programs under assigned responsibility.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.

- Organize, plan, and develop new concepts to enhance the programs, analyze outcomes, and prepare clear and concise reports and improvements.
- Guide and direct others in goal achievement.
- Develop and deliver training programs and presentations.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.

PHYSICAL ABILITIES

This position requires the physical ability to:

- Function primarily in a dynamic office environment, which requires moving about campus and to off-campus sites.
- Use hearing and speech to make presentations to groups and carry on conversations over the phone and in person.
- See with sufficient visual acuity to read printed materials and computer screens.
- Use hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.
- Work a flexible schedule, which may include evenings, weekends, and split schedules.

LICENSES AND CERTIFICATES

Requires a valid driver's license with an acceptable driving record and current vehicle insurance.

WORKING CONDITIONS

Work is performed indoors where minimal safety considerations exist. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

Leadership Salary Schedule: VII
Classified Manager

Board Approval: November 16, 2016