

DESERT COMMUNITY COLLEGE DISTRICT

SUPERVISOR, INTERSEGMENTAL PROGRAMS

BASIC FUNCTION

Assists in developing, supervising, guiding and executing the District's efforts related to programs such as Dual and Concurrent Enrollment and K-12 Partnerships. This position will assist the area administrator coordinate assigned activities with other District departments, officials, and outside agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area administrator. Exercises supervision over assigned personnel.

EXAMPLES OF TYPICAL JOB FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Assists in providing leadership in the development, implementation, coordination, outreach, and day-to-day operations of the assigned program (e.g., dual enrollment, outreach).
2. Provides oversight and coordination of student participants in assigned program by maintaining accurate student case management records and notes.
3. Analyzes, resolves, and responds to problems raised by faculty, administrators, and students of the program; assists in ensuring program participants have necessary system access and system credentials.
4. Prepare program recommendations and recommends updates to existing policies and procedures as appropriate.
5. Ensures student support structure is established per partnership, including but not limited to counseling, matriculation, tutors, and books; works with college staff to facilitate enrollment to students in special populations.
6. Works collaboratively with instructors, staff, and educational partners/districts to ensure that current and future programs courses and activities meet and comply with established standards, laws, codes, rules, regulations, policies and procedures.
7. Provides and coordinates support services; assists program participants with obtaining and maintaining program enrollment, goals and progress; provides program information to students, parents, partners, and the community.
8. Establishes and maintains program timelines and priorities; assists in ensuring all program documentation is submitted and completed by established deadlines; monitors department budget.
9. Assists in the preparation and maintenance of various narrative and statistical records and reports; provides or submits mandated reports to appropriate personnel according to established time lines.
10. Develop and coordinate marketing, recruitment and outreach activities to facilitate and enhance knowledge of and participation in programs by students.
11. Creates and maintains guides and handbooks outlining relevant program functions and expectations; ensures that materials comply with regulations; initially distributes guides/handbooks to program participants and ensures that participants receive updates.
12. Plan and coordinate professional development activities and trainings. Assists in making

- presentations at Board, school, and community meetings and events.
13. May direct and evaluate the work of support staff. Including the identification, selection, evaluations, and training of support staff.
 14. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Pertinent federal and state laws, regulations, standards, and requirements concerning assigned programs.
2. Curriculum standards, requirements, interpretation and application in assigned programs.
3. Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies, and administrative needs.
4. Learning and student success processes, assessment, program outcomes, and application of technology.
5. Integrated management systems.
6. Philosophy and objectives of community colleges.
7. Advertising and marketing methods and techniques.
8. Recordkeeping and report preparation techniques.
9. Budget preparation and control.
10. Developing assessment and processes to enhance program outcomes.
11. Organizing work and building an effective team to meet the needs of the assigned areas.
12. Using correct English, grammar, spelling, punctuation and vocabulary to prepare reports, professional correspondence, and presentations.
13. Interpersonal skills using tact, patience and courtesy.
14. Problem solving and conflict resolution in an academic environment.

Ability to:

1. Learn, interpret, and ensure compliance with established standards, laws, codes, rules, regulations, policies and procedures pertaining to programs under assigned responsibility.
2. Meet change with innovation to promote and meet the college mission.
3. Organize, plan, and develop new concepts to enhance the programs, analyze outcomes, and prepare clear and concise reports and improvements.
4. Guide and direct others in goal achievement.
5. Develop and deliver training programs and presentations.
6. Monitor budgets and maximize financial resources.
7. Work cooperatively and productively with internal and external constituencies.
8. Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.
9. Maintain currency of knowledge and skills related to the duties and responsibilities.
10. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability and ethnic backgrounds of students, staff and the community.

Education and Experience:

Requires a Bachelor's degree in a related field from an accredited college or university and three (3) years of experience directly working with persons from special populations in the areas of student services, outreach, recruitment, or school relations activities.

Licenses and Certifications:

Travel will be required for this position. Incumbent will be financially responsible for securing transportation to assigned locations.

PHYSICAL ABILITIES

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.

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.

EMPLOYMENT STATUS

Classified Administrator
Range: VI

Board Approval: November 16, 2016
Revised: April 19, 2024