



Classification Title: Director, Early College, Outreach, and Access

Department:	Student Services	EEO6 Code:	1
Employee Group:	Administrative Association (Educational Administrator)	Salary Grade:	69
Supervision Received From:	Assistant Superintendent/Vice President, Student Services	Date of Origin:	10/2021
Supervision Given:	Assigned administrator, supervisory, classified, hourly, and volunteer employees in Student Services	Last Revision:	10/2021

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Administer, oversee, and develop the District's early college, high school recruitment and Promise program, and grant funded programs; develop strategies to enroll and support dually enrolled students; provide leadership and supervise the District's federal grant funded student programs, including GEAR UP, North County Educational Opportunity Center (NCEOC), TRiO ETS, TRiO/SSS, and TRiO Upward Bound (UB); manage student outreach and recruitment efforts; serves as a liaison between the District and area schools.

DISTINGUISHING CHARACTERISTICS.

The Director, Early College, Outreach, and Access classification is distinguished from other administrator classifications in the Student Services division by its oversight over the District's early college, outreach, and access programs and services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Direct the District's early college, concurrent and dual enrollment programs, course articulation agreements, and dual enrollment programs; conduct needs assessment specific to these programs in collaboration with local educational and governmental agencies, businesses and community service groups.
2. Develop, implement, and assess processes and strategies to support dually enrolled students; develop and disseminate program guidelines for students, instructors, schools, and academic departments; initiate formal agreements with schools; recommend revisions to policy and procedure changes; coordinate with the District's academic departments to resolve problems and respond to constituencies in a timely manner.
3. Establish and maintain relationships with local school districts and community partners; develops relationships within and outside the college to develop and sustain student recruitment and outreach partnerships; interface with administrators, teachers and counselors at local schools, applicable District departments, and student organizations to deepen stakeholder partnerships; provides presentations to the Governing Board and other parties to communicate information about assigned programs.
4. Develop, plan, implement, and manage student recruitment efforts to meet the College's enrollment goals; represent the District at college fairs and other recruitment events; assist in planning receptions; implement effective

communication plans to attract students to enroll at Palomar College; conduct specialized campus visits; conduct effective presentations and workshops; produces comprehensive reports, summaries, and evaluations related to all high school outreach and community partner outreach activities.

5. Coordinate with other District departments to meet the instructional and student support needs of dual enrollment, concurrent enrollment and early college programs; ensure that special registration assistance is provided for dual credit students, including visiting area high schools in a timely manner to collect admissions and registration materials to meet specified registration deadlines.
6. Work cooperatively with the Communications, Marketing, and Public Affairs office to develop and implement effective recruitment marketing strategies related to the District and its dual enrollment program, including publications, social media, and other marketing venues; distribute brochures, catalogs, and other informational items.
7. Supervise the District's grant funded programs; analyze and interpret regulations and assess needs and resources; ensure programs are conducted in accordance with applicable federal, state, and local laws regulations; monitor and evaluate program goals, objectives, student outcomes, program accomplishments, and other areas related to the programs; seek additional funding sources and initiate and administer grants as appropriate.
8. Develop, direct, and implement outreach programs and services for economically and educationally disadvantaged students, English as a Second Language students, and pre-literate immigrant students; request, review and analyze reports and information for program components, including counseling services, budgets, outreach efforts, eligibility, student participation and related items.
9. Oversees and participates in the development, administration, and analysis of assigned budgets; participates in the forecasting of funds needed for staffing, equipment, materials, and supplies; monitors, processes, and approves expenditures; implements necessary adjustments.
10. Serve as a liaison between the District and local schools for course scheduling, curriculum, conflict resolution, resources, and personnel to ensure clear communications and enrollment practices; meet with District and high schools administrators to conduct needs analyses in order to prepare Career and College Access Partnership (CCAP) agreements acceptable to both the District and high schools; resolves issues identified by faculty and students of the dual enrollment programs.
11. Advise applicable District committees regarding the development of recommendations for short- and long-range plans and goals for dual enrollment programs in accordance with District policies, procedures, plans, and evaluation measures.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. May serves as the acting vice president in the absence of the Assistant Superintendent/Vice President, Student Services.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A master's degree from an accredited college or university.

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

Licenses/Certificates:

Must possess, or have the ability to obtain, an appropriate, valid California Driver's License by time of appointment.

Knowledge of:

1. Supervisory principles and practices, including selection, training, evaluating, and discipline.
2. Methods, procedures, and techniques of relevant to outreach programs, welcome center management, and customer service programs.
3. Principles and procedures of college admissions, financial aid, and enrollment management.
4. Pertinent federal, state and local codes, laws and regulations, including the California Education Code and applicable sections of Title 5 of the California Code of Regulations.
5. Principles, practices, and tools utilized in marketing and publicity.
6. Procedures, methods, and techniques of budget preparation and maintenance.
7. Modern office procedures, methods, and equipment including computers and applicable software programs relevant to assigned area of responsibility.
8. Computerized data management, storage and retrieval systems relevant to area of responsibility.
9. Principles and practices of report preparation.
10. English usage, spelling, grammar, punctuation.
11. Principles of basic mathematics.
12. Service delivery standards and systems and customer satisfaction evaluation techniques.
13. Public and community relations principles, including the use of tact, patience, and courtesy.
14. Community college programs, services, operations, and activities.

Skill in:

1. Selecting, supervising, training, delegating tasks to, and evaluating staff.
2. Interpreting, applying, and explaining complex rules, regulations, policies, and procedures, including information of a highly technical nature.
3. Applying pertinent federal, state and local codes, laws and regulations, including the Education Code and applicable sections of Title 5 of the California Code of Regulations.
4. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
5. Participating in the development and administration of goals, objectives, and procedures.
6. Communicating clearly and concisely, both orally and in writing.
7. Mediating difficult and/or hostile situations.
8. Operating office equipment including computers and applicable software programs.
9. Preparing clear and concise reports.
10. Budget development and maintenance.
11. Communicating clearly and concisely, both orally and in writing.
12. Establishing and maintaining effective working relationships with those contacted in the course of work.
13. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

WORKING CONDITIONS.**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students, and the public. This position requires occasional travel to District and other locations.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for walking, standing and sitting for extended periods of time. Requires occasional travel to other District locations.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.