



TITLE: Coordinator, Dream Centers

CLASSIFICATION: Classified

SALARY GRADE: O

JOB DESCRIPTION:

Under general direction, coordinates and provides services throughout the District in a confidential manner to prospective and current undocumented, underrepresented, low income college students, and students at risk of experiencing academic difficulty.

SCOPE:

The Coordinator, Dream Centers coordinates, develops and implements services and programs that support the academic success and retention of undocumented students and serves as a resource for Dream Center information and processes; provides assistance in the interpretation of District, State and Federal policies and laws; develops relationships with District departments and community partners; and gives outreach presentations to students and families.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates activities of and oversees the Dream Centers throughout the District; may oversee the Welcome Center.
2. Participates in outreach and student success activities.
3. Provides information and assistance to students; assists with student application and enrollment processes; evaluates student citizenship and residency status to determine eligibility and applicable resources.
4. Interprets, implements and provides training to Student Outreach and District staff on local, State and Federal laws and regulations pertaining to undocumented students.
5. Works collaboratively with District faculty and staff, school districts, Sonoma County Office of Education (SCOE), and community partners to provide appropriate services for undocumented students.
6. Assists with researching, developing, and maintaining programmatic relevance related to trends and shifts in student demographics; gathers data, maintains databases, and prepares reports related to undocumented students.
7. Assists in developing and monitoring the Dream Center budget.
8. Develops and maintains web pages and outreach materials.
9. May serve as a lead worker to other classified staff in the area.
10. May supervise and train student and short-term, non-continuing (STNC) employees.

ABILITY TO:

Analyze residency and financial needs of students to determine their eligibility; prepare reports, correspondence and statistical records and maintain confidential information; follow and give oral and written directions; work independently and in a team; communicate effectively in English and Spanish (bilingual abilities required); maintain cooperative working relationships; provide effective customer service; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Local, State and Federal laws and regulations related to undocumented students; standard office productivity software and specialized systems; principles and practices of, student services programs, data management, report and budget preparation and event planning.

QUALIFICATIONS:

Candidates/ incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate's degree.

EXPERIENCE:

Increasingly responsible (2-4 years of full-time or part-time equivalent) experience working with undocumented students or students at high academic risk.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Position requires frequent travel to various area high schools, organizations, and community organizations.

Must be able to perform physical activities such as, but not limited to, lifting heavy equipment (up to 50lbs. unassisted), bending, standing, climbing, crawling or walking.