



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, ENGLISH LANGUAGE LEARNER (ELL) OUTREACH	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE: 2015/16 Classification Review		

JOB DESCRIPTION:

Under general direction, the Coordinator, English Language Learner (ELL) Outreach coordinates the ELL student recruitment and outreach activities for the District; represents programs and services of the District to schools, parents, students and community groups and gives group presentations.

SCOPE:

The Coordinator, English Language Learner Outreach assists in the achievement of the District mission in supporting student success and the student equity goals. The incumbent performs a broad range of duties to provide a comprehensive system of service delivery that is responsive to both institutional and community needs, and assists ELL students in their successful transition to SRJC.

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. Collaborates with other staff to ensure the alignment of outreach efforts with the district strategic goals and objectives as well as Student Equity program goals and strategies; develops and coordinates the outreach and student recruitment efforts with other District staff for English Language Learners (ELL) and their families through middle schools, high schools, and the ELL Community.
2. Evaluates, recommends, and adapts the ELL outreach strategies to expand collaboration and coordination among District programs and at off-campus locations.
3. Assists ELL students with successfully transitioning to SRJC, and provides necessary follow-up services to ensure students' persistence and completion.
4. Assists in providing the ELL recruitment and outreach activities in collaboration with the ESL Department.
5. Participates in community events to provide information and materials representing educational opportunities available at Santa Rosa Junior College; responds to community requests for recruitment and outreach activities.
6. Presents to large groups or individuals regarding District programs and services in both Spanish and English.
7. Designs and develops publications and social media content related to student success and equity in English and Spanish; works collaboratively with Public Relations and other outreach staff.
8. Compiles and analyzes data; prepares reports.
9. May supervise and organize the work of student and short-term non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Communicate effectively in English and Spanish (Bilingual required); understand the role of community colleges in supporting student success and equity programs; develop effective outreach programs; establish priorities; track and compile statistical information; plan and present presentations to individuals and groups; effectively use technology for presentations, webpage development and reports; follow and give oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Student Success and Student Equity initiatives; College outreach and marketing techniques; District policies, procedures, programs, and course and matriculation timelines; financial aid, scholarship programs, and other student services; standard office productivity software, and specialized programs to deliver information and services; advising and interviewing techniques.

MINIMUM 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:

Bachelor's degree.

Experience:

Increasingly responsible (approximately 2-4 years of full-time equivalent experience) experience working in outreach programs.

Preferred Qualifications:

Demonstrated multicultural competency. Previous experience working in an educational setting and with community agencies.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District 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 schools, organizations, and community agencies. May require work in the evening and weekends. Ability to lift up to 50 lbs. unassisted.