



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, HIGH SCHOOL EQUIVALENCY PROGRAM (HEP)	Classified	GRADE: P
BOARD POLICY REFERENCE: 2015/16 Classification Review		

JOB DESCRIPTION:

Under general direction, coordinates delivery of services for the High School Equivalency Program in accordance with Federal Office of Migrant Education guidelines; coordinates planning, communications, record management evaluation, and training activities; serves as a lead worker to other Classified staff in the area.

SCOPE:

The Coordinator, HEP performs a broad range of duties with the purpose of providing a comprehensive system of service delivery that includes instructional and student support methods responsive to both institutional and community needs by coordinating student support services for the HEP program, providing outreach about educational opportunities, college access information, financial aid and other student support services.

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. Implements federal grants for assigned program including budget monitoring, program oversight, and federal reporting; assists in budget development; interprets grant regulations and guidelines and serves as a liaison to the District and community.
2. Collaborates with the Advisory Committee, faculty and staff to develop program goals.
3. Assists with internal evaluation of program effectiveness; makes recommendations for revisions to processes or procedures; assists with scheduling of instructional services throughout the HEP service area both at District sites and at off-campus locations.
4. Coordinates case management of students.
5. Certifies program admission applications; maintains contact with local Office of Migrant Education and other community partners; oversee student files for appropriate follow-up and referral.
6. Compiles and maintains data and prepares reports for the HEP program.
7. Coordinates outreach and other activities for students related to career advising, job orientations, academic advising, student retention, and health and cultural activities.
8. Coordinates field trips, workshops and trainings to support success and retention.
9. Collaborates with other departments and agencies to facilitate access for HEP students.
10. Coordinates design and publication of materials for programs.
11. Participates in local, state, and national organizations and events.
12. May serve as lead worker to other staff in area.
13. May train and supervise student and STNC (short term non-continuing) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Work effectively in a multicultural environment with students from traditionally underrepresented backgrounds and their families; demonstrate sensitivity to, and respect for, a diverse population; communicate effectively verbally and in writing in English and Spanish (Bilingual required); plan, develop, organize and manage assigned projects; interpret and apply related laws, regulations, policies and procedures; create a positive learning environment and manage conflict; manage and coordinate budgets; work independently with minimum direction; maintain accurate recordkeeping systems, including case management files; research, compile and analyze information/data; make recommendations for program development; provide effective customer service; prepare and present reports; prioritize workload and conflicting demands; work cooperatively with others.

KNOWLEDGE OF:

Migrant education programs the role of community colleges in supporting student success and equity programs; academic services related to retention; federal grants and reporting requirements; standard office productivity software and specialized systems; budget monitoring and reporting; report writing including data collection, statistics, and analysis.

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 (approximately 2-4 years of full-time equivalent experience) responsible experience related to Student Services including implementation and oversight of a similar program with emphasis on traditionally underrepresented students.

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 area schools, organizations, and community agencies. Ability to lift up to 50 lbs. unassisted.