

TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, SCHOOLS RELATIONS AND OUTREACH	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE: 2015/16 Classification Review		

JOB DESCRIPTION:

Under minimal direction, oversee and coordinate outreach efforts to the K-12 community on behalf of the District, the Counseling department and other Student Services programs; promote District services and programs to local area high schools, colleges, universities, and community agencies for student recruitment purposes; coordinate the Piner Early College Magnet Program (PECMP); and coordinate events, conferences and workshops for K-12 educational partners and prospective students.

SCOPE:

The Coordinator, School Relations and Outreach serves as a the District-wide liaison between K-12 educational partners, District academic programs, and Student Services programs; conducts meetings, conferences, and special events regarding District access and core services; plans and implements outreach activities in collaboration with high school partners; gathers data and prepares reports related to enrollment and outreach activities.

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 outreach activities for K-12 educational partners; provides information on student success programs and services.
2. Represents the college at outreach events, activities, and professional functions in the K-12 community.
3. Facilitates a coordinated approach to outreach activities on behalf of the District and Student Services; collaborates with Academic Affairs.
4. Gathers data and prepares reports related to enrollment and outreach activities.
5. Develops, implements and monitors the budget within the assigned area.
6. Proposes new initiatives; plans and implements events, conferences and workshops for K-12 educational partners, prospective students, and community agencies.
7. Coordinates and provides leadership to the On-Site Coordinators Program for high school counselors.
8. Oversees and coordinates the PECMP.
9. Develops and maintains web pages and outreach materials.
10. Coordinates campus tours for K-12 educational partners and community agencies.
11. Serves as a lead worker to other classified staff in the area.
12. May supervise and train student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Coordinate the activities of a District-wide K-12 outreach program; communicate with multiple educational partners, District staff and faculty work independently with minimum supervision; develop and implement effective outreach programs; establish priorities; organize and handle a variety of projects simultaneously; track and compile statistical information; plan and give presentations to small or large audiences; prepare and present written and verbal reports; follow and give oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

College recruitment and marketing techniques; District policies, procedures, academic programs and courses; core student success services and other student service programs; enrollment trends and student demographics; standard office productivity software and specialized systems.

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 in a related field.

Experience:

Previous (less than one year of full-time equivalent experience) experience working in community outreach programs. Work in an educational setting preferred.

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:

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