

TITLE	CLASSIFICATION	SALARY RANGE
Director, Gateway to College	Management Team Classified Supervisor Categorically Funded	22

SCOPE OF POSITION:

Under the direction of the Vice President, Petaluma Campus, plan, organize, and direct the supervision and administration of the Gateway to College Academy, a California Community College Middle College High School (MCHS); develop programs and services for students concurrently enrolled in the high school and college; represent student's interest and the local K-12 and college's interests; train, supervise and evaluate the performance of assigned staff and K-12 faculty.

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. Direct activities pertaining to curriculum, instruction, student assessment, staffing, student culture, attendance, discipline, community relations, and student activities.
2. Plan, organize, and direct the supervision and administration of the various aspects Gateway to College Academy including academic counseling, advising, recruitment and outreach services, Gateway to College workshops and K-12, community college and transfer university partnerships
3. Develop programs and services for students concurrently enrolled in high school and college; represent student's interest and the K-12 District and College through interpretation and implementation of policies and procedures and enrollment and attendance reporting; collaborate with K-12 partners, community-based organizations and college programs and departments to ensure student recruitment, retention and persistence; manage and maintain student enrollments in compliance with funding partner requirements.
4. Provide leadership in developing a flexible program model to respond to the needs of Gateway to College students for graduation with a high school diploma and achievement of college academic and career goals; provide assistance to those teachers whose performance is in need of improvement.
5. Train, supervise and evaluate the performance of assigned staff and K-12 instructional faculty; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
6. Develop and prepare the budget for assigned programs; analyze and review budgetary and financial data; authorize expenditures in accordance with established priorities; prepare grant proposals, contracts and program plans for the Academy; direct and authorize the use of grant and K-12 funds within the program and ensure compliance with contract provisions and funding requirements of the grantee and partners; prepare for fiscal monitoring and program quality reviews; participate or coordinate fund development activities.
7. Develop, expand and supervise the instructional program with teachers, students, and parents.
8. Oversee the administration of State required high school assessments and performance measures according to K-12 District and California Education Code specifications.
9. Provide technical expertise, information and assistance to the Vice President regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
10. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities; develop and monitor program reviews including student and program learning outcomes, assessments and evaluation of data to determine program improvement needs.

KEY DUTIES AND RESPONSIBILITIES – Continued

11. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
12. Direct and coordinate an integrated high school and college multi-disciplinary curriculum, professional development and training and school class schedules.
13. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; communicate with, counsel and advise instructional personnel regarding instructional methods, techniques and strategies.

KNOWLEDGE OF:

1. Curriculum standards, requirements, interpretation and application in dual enrollment and concurrent enrollment programs.
2. Instructional pedagogy.
3. Budget preparation and control.
4. Oral and written communication skills.
5. Principles and practices of administration, supervision and training.
6. Applicable laws, codes, regulations, policies and procedures.
7. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Demonstrate sensitivity to the educational and employment needs of “opportunity youth” students.
2. Effectively train, supervise and evaluate the performance of assigned staff.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Master's Degree in education or related field.

EXPERIENCE:

Increasingly responsible leadership experience working with instructional, social services or similar programs.