

TITLE	CLASSIFICATION	SALARY RANGE
Manager, College to Career Program	Management Team Classified Supervisor Categorically Funded	14

SCOPE OF POSITION:

Under the direction of the Senior Dean, Student Conduct and Special Programs, coordinate, oversee and implement the operational activities of the College to Career Program; implement Program activities in accordance with California Department of Rehabilitation (DOR) regulations and contracts between the District and DOR.

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. Advise students in assessing, planning and implementing academic goals and strategies in relation to the limitations of their disabilities; assist students with assessing career-related aptitudes, skills and interests; advise students in areas related to academic, vocational, personal and disability management needs; refer students to District and community resources; develop behavior-intervention or access plans for students.
2. Coordinate academic counseling, advising, recruitment and outreach services, workshops and community collaborations; provide leadership in developing and implementing a flexible program model that responds to student needs.
3. Develop and submit contract proposals, progress reports, contracts and program success measures to the California DOR; manage and maintain College to Career student enrollments in compliance with funding partner requirements.
4. Train and evaluate the performance of assigned staff including student employees; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
5. Oversee and coordinate marketing and outreach services to promote internship and employment opportunities at the District and in the community for students with intellectual disabilities participating in the Program; serve as an advocate and liaison for students in the Program with the business community to facilitate college to career success.
6. Plan and implement the Program budget; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; develop and maintain methods of fiscal control over the program.
7. Design, implement and assess Program and course student learning outcomes; solicit and evaluate student feedback to ensure student access, persistence, retention and success in achieving basic skills, job skills and certificates; prepare the annual Program and Resource Planning Process (PRPP) report for the Program.
8. Respond to crises and emergencies; provide crisis intervention directly or through cooperative arrangements with other resources at the District or in the community.
9. Assist in the design and evaluation of curriculum within the Disability Resources Department; coordinate, schedule and teach related courses and workshops.
10. Publicize the Program to local high school special education programs and other County programs, make presentations, maintain webpages and social media outlets and develop and distribute outreach materials.

KEY DUTIES AND RESPONSIBILITIES – Continued

11. Prepare and maintain narrative and statistical reports, records and files related to personnel and assigned activities; ensure proper maintenance and reporting of Program data.
12. Provide technical information and assistance to the Senior Dean regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
13. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
14. Serve as advocate and liaison for students with business community. Design and implement Advisory Board meetings, correspondence, planning, and follow-up.

KNOWLEDGE OF:

1. Current theory, practice and legislation regarding persons with intellectual disabilities.
2. County and State agencies providing services to persons with intellectual disabilities.
3. Research methods to support program development and evidence-based practice.
4. Principles and practices of supervision and training.
5. DOR and other applicable laws, codes, regulations, policies and procedures.
6. Interpersonal skills using tact, patience and courtesy.
7. District policy and procedures.

ABILITY TO:

1. Train and evaluate the performance of assigned staff.
2. Work effectively with individuals with intellectual disabilities.
3. Organize and prioritize program needs.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.
10. Work independently with little direction.
11. Plan and organize work.
12. Maintain records and files.
13. Prepare comprehensive narrative and statistical reports.
14. 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/EXPERIENCE:

Must meet minimum qualifications for credit instruction in DSPS per the Board of Governors of the California Community Colleges. Master's degree in a related area is required in addition to related upper division or graduate study and/or related experience.