



TITLE	CLASSIFICATION	SALARY GRADE
OUTREACH SPECIALIST, HIGH SCHOOL EQUIVALENCY PROGRAM	CLASSIFIED	GRADE: M
BOARD POLICY REFERENCE:		2015/16 Classification Review

**JOB DESCRIPTION:**

Under direction, represent SRJC High School Equivalency Program (HEP) in the community for student recruitment, placement and career development; works with community organizations and the Federal Office of Migrant Education to identify and enroll migrant youth and adults in the SRJC HEP program.

**SCOPE:**

The Outreach Specialist, HEP performs a broad range of duties with the purpose of implementing a successful HEP program recruits students, linking them to academic, career development and cultural enrichment activities that support the mission as outlined in the HEP Annual Plan; maintains effective relationships with community agencies, the Office of Migrant Education and the community.

**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. Oversees outreach, recruitment, retention and success activities; develops and facilitates activities pertaining to grant outcomes and federal mandates; serves as a liaison to community agencies.
2. Processes intake applications, ensuring that all requirements are met; assists students in pursuing their career and educational goals.
3. Creates outreach materials and develops and delivers presentations in English and Spanish regarding programs and services.
4. Coordinates services and develops partnerships.
5. Serves as the HEP student club advisor.
6. Assists in monitoring and evaluating the HEP plan in accordance with HEP guidelines.
7. Assists students in matriculating into grant specified pathways for certificates/degrees, vocational training, military or employment opportunities.
8. May train and direct the work of volunteers, and student and short-term, non-continuing employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Demonstrate effective presentation skills; relate effectively with identified migrant population; oversee group activities; interpret and apply the rules, regulations, and policies of the District and applicable Federal government programs; follow oral and written directions; coordinate events; proofread documents for accuracy; maintain effective working relationships; communicate effectively orally and in writing in English and Spanish (bilingual required); apply problem-solving skills; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Project coordination as it pertains to educational institutions; proper English and Spanish usage, spelling, vocabulary and grammar; Federal and State laws and community resources which apply to the HEP program.

### **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:*

Associate's degree. Bachelor's degree preferred.

#### *Experience:*

Increasingly responsible (approximately 2-4 years of full-time equivalent experience) work experience in implementing student support services and activities to assist traditionally underrepresented populations; previous (less than one year of full-time equivalent experience) experience in community outreach, preferably working with migrant or similar populations.

### **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, proof of insurance, and vehicle registration and licensing.

### **SPECIAL REQUIREMENTS:**

Position requires frequent travel, organizations, and community agencies located within Sonoma and surrounding counties. Ability to lift up to 50 lbs. unassisted.