

TITLE: Coordinator, High School Equivalency Program (HEP)

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general direction, coordinates operations of the High School Equivalency Program (HEP) in accordance with Federal Office of Migrant Education guidelines. Coordinates HEP program planning, communications, record management, and training activities. Serves as a lead worker to other classified employees.

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, including budget monitoring, and federal reporting. Assists in budget development and program oversight; 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.
4. Assists with scheduling of instructional services throughout the HEP service area, both at District sites and at off-campus locations; serves as test administrator for High School Equivalency exams, including coordination of testing schedule.
5. Coordinates the case management of students. Certifies program admission applications, maintains contact with local Office of Migrant Education and other community partners, and oversees student files for appropriate follow-up and referrals.
6. Compiles and maintains data and prepares reports for the HEP program.
7. Coordinates field trips, workshops, and trainings to support student success and retention.
8. Collaborates with other departments and agencies to facilitate access for HEP students.
9. Participates in local, state, and national organizations and events.
10. May train and supervise student employees.
11. May serve as a lead worker to other classified and short-term, non-continuing (STNC) employees.

KNOWLEDGE OF:

1. Migrant education programs.
2. Student success and equity programs.
3. Federal grants and reporting requirements.
4. Budget monitoring and reporting, including data collection, statistics, and analysis.

TITLE: Coordinator, High School Equivalency Program

KNOWLEDGE OF – Continued

5. Basic web accessibility tools and document remediation.
6. Relevant local, state, and federal rules and regulations, policies and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Work effectively with students from traditionally underrepresented backgrounds and their families.
2. Plan, develop, organize and oversee assigned projects.
3. Interpret and apply related laws, regulations, policies, and procedures.
4. Assist with budget development and monitoring.
5. Research, compile, and analyze information/data and prepare and present reports.
6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
7. Communicate effectively, both orally and in writing in English and Spanish.
8. Exercise appropriate judgement in interactions with others and with work processes.
9. Interact with the public in a helpful, courteous, and professional manner.
10. 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:

Bachelor's degree in a closely related field of study required.

EXPERIENCE:

3+ years of experience related to student services with an emphasis on traditionally underrepresented students required.

OTHER REQUIREMENTS:

- Position requires frequent travel to area schools, organizations, and community agencies. Ability to lift up to 50 lbs. unassisted.
- 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.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).