

**TITLE: Director, Reentry and Student Resources**

**CLASSIFICATION: Management Team – Classified Administrator**

**SALARY RANGE: 22**

**SCOPE OF POSITION:**

Under the direction of the Dean of Students, plans, organizes, and directs Basic Needs resources and support services for the District; develops and implements student resource programs and services to improve student support and equity; provides administrative oversight for the Student Resource Center and Adult Reentry Services; manages related special projects; trains, supervises and evaluates the performance of assigned staff; fosters a sense of belonging and connects students to opportunities for engagement in college life and the broader 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. Develop and sustain adult reentry programs and services; support students with admission, financial aid, and other onboarding services such as referring students to counseling services, categorical programs, health services, tutoring, and other district support services.
2. Provide administrative oversight for District-wide basic needs resources and support services; supervise the Student Resource Center.
3. Develop and implement District-wide programs aimed at supporting students with Basic Needs, including food, housing and transportation.
4. Coordinate food distribution programs in collaboration with all District locations.
5. Coordinate student transportation contracts in collaboration with all District locations.
6. Procure local, state, and federal grants to support the basic needs of students.
7. Collaborate with various student services departments to coordinate and provide districtwide evening services.
8. Provide supervisory oversight of social work programs including the Masters of Social Work (MSW) intern program.
9. Develop and sustain relationships with municipal and county human services programs; develop referral program as appropriate.
10. Coordinate and support initiatives aimed at improving student support for diverse student populations, including co-curricular activities, reporting, evaluation, and faculty support.
11. Collaborate with the student support programs to create seamless connections across services that result in increased resources and support for students.
12. Oversee the development of annual budgets for the assigned areas; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; identify funding opportunities and other resources, and prepare proposals to meet District student equity goals; prepare and submit state required budgetary reports.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

13. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommends transfers, reassignments, terminations and disciplinary actions.
14. Review, revise, interpret, and implement District policies and procedures related to student equity and basic needs resources to ensure compliance with governmental regulations and Chancellor's Office guidelines.
15. Provide technical expertise, information and support to the Dean regarding assigned functions, District-wide initiatives, special programs, and development of student support programs; assist in the formulation and development of policies, procedures and programs.
16. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
17. Oversee communications with faculty, staff, students and external organizations to coordinate assigned activities and programs, resolve issues, and exchange information for assigned areas.

**KNOWLEDGE OF:**

1. Program review, student learning outcomes and program evaluation process.
2. California Education Code, FERPA, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters affecting the policies and practices of the student services and equity of the District.
3. Principles and best practices of student development, advising, and group facilitation.
4. Standard management practices and principles for supervising faculty, classified staff and student employees.
5. Evaluation and statistical methodology for preparation of statistical research and reports.
6. Current research and best practices in basic needs resources, social work, and reentry services.
7. Grant proposal writing and special funding resources.
8. Budget preparation and control.
9. Oral and written communication skills.
10. Principles and practices of administration, supervision, evaluation and training.
11. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

1. Envision, develop, and maintain short and long term strategic student support and equity initiatives.
2. Develop, support, and evaluate student development and support programs.
3. Effectively train, supervise and evaluate the performance of assigned staff.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.

**ABILITY TO – Continued**

6. Establish and maintain cooperative and effective working relationships with others.
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.

**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:***

Master's Degree in higher education administration, social work, student development, counseling or related discipline.

***Experience:***

Significant leadership experience in a higher education, especially with managing student service, equity, and retention programs.