

TITLE: Director, Southwest Santa Rosa Center

CLASSIFICATION: Management Team – Classified Supervisor (Categorically Funded)

SALARY RANGE: 21

SCOPE OF POSITION:

Under the general direction of the Senior Dean of Counseling and Student Success, manage the day-to-day operations of the Southwest Santa Rosa Center facility; direct, coordinate, and implement District-wide noncredit core services; manage, coordinate and plan key resources of college admissions and registration; coordinate District events and participation in public outreach services and events; administer, monitor, report and project State funding expenditures provided by the Chancellor's Office and other state agencies; hire, train, supervise and evaluate the performance of assigned staff.

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. Manage and coordinate the day-to-day operations of the Southwest Santa Rosa Center facility; provide daily coordination to ensure facility requests, maintenance and custodial services are completed in a timely manner; prepare and maintain the emergency preparedness plan and facility master plan.
2. Direct, coordinate, and implement services including orientation, assessment, counseling and follow-up activities; collaborate with faculty and staff regarding the coordination of services; ensure staff understanding and compliance with local, state and Federal regulations, and District policies, procedures and practices to enroll, assess, orient and counsel students.
3. Manage and coordinate outreach and enrollment services for the Southwest Santa Rosa Center and Off-Campus locations.
4. Oversee the administration of CASAS testing, data collection, and data submission to the appropriate grant administrator for all pertinent noncredit sections, as required by the California Adult Education Program (CAEP) and Workforce Innovation and Opportunity Act (WIOA) categorical program.
5. Administer and manage the Data and Accountability requirements for WIOA and CAEP funding in accordance with local, state and federal policies, procedures and regulations; plan, report, and evaluate performance-based outcomes tied to State and Federal funding.
6. Develop an Adult Education Data and Accountability Plan for Santa Rosa Junior College and the Sonoma County Consortium with input from each entity; identify equity-based best practices to establish key milestones and metrics refined by data-driven evidence; utilize data to support the development of Adult Education courses and certificates that are in alignment with institutional and consortium goals.
7. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
8. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities; maintain student records on admissions applications, registration cards, assessment testing materials, orientation rosters, counseling appointments, and follow-up services.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Collaborate in grant development and narrative for various programs to meet the needs of the District.
10. Provide leadership for student services activities related to the California Adult Education Program (CAEP), including: student outreach, orientation, registration, and other areas.
11. Administer, monitor, report and project District and Student Equity funds allocated to assigned programs.
12. Provide technical expertise, information and assistance to the Supervising Administrator regarding assigned functions; assist in the formulation, and development, and implementation of policies, procedures and programs.
13. Direct, coordinate, and implement programs and services to meet noncredit students' educational and basic needs.
14. Attend and conduct a variety of meetings as assigned; serve on assigned committees. Represent the District in various leadership roles with external organizations.
15. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information, promote the District's academic and certificate programs, and coordinate student support services.
16. Provide leadership on partnership building with external stakeholders including community-based organizations, school districts and government agencies to develop and promote programs and services to the populations in need.

KNOWLEDGE OF:

1. Admissions, records, enrollment, assessment and on-line application policies, procedures and guidelines.
2. Enrollment planning for noncredit instructional programs.
3. Applicable laws, codes, regulations, policies and procedures.
4. Program development, review and evaluation processes.
5. Facility planning, operations and maintenance.
6. Curriculum development for noncredit and credit certificate programs and courses.
7. Budget administration, preparation and control.
8. Oral and written communication skills.
9. Principles and practices of administration, supervision and training.
10. Public relations, community networking and building.
11. Memorandums of Understanding and school agreements.
12. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Administer, monitor, report and project State funding expenditures.
2. 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 related to the delivery of student support services.
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 reports, records and files related to assigned activities.
12. Manage staff and contractors on a variety of tasks related to data and accountability projects.
13. 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:

Bachelor's degree in a related field.

Experience:

Increasingly responsible experience managing and coordinating student support services, facility operations, or related experience.