SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

Job Title: Assistant Project Director / Resource Specialist – Gateway to College Program (GRANT-FUNDED)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Provide a broad range of services in support of the Gateway to College (GtC) program. The Assistant Project Director / Resource Specialist (AD/RS) is the primary contact with the pre-collegiate participants enrolled in the program, and as such is responsible for initiating, developing and maintaining strong relationships with GtC students to ensure their successful attainment of a high school or adult school diploma. The AD/RS designs and implements recruitment and retention strategies, maintains student records, develops student course schedules, provides guidance and support in areas such as balancing life and school, and goal setting to support academic and personal success. The AD/RS may design and deliver content for college success or teen leadership workshops or courses which include topics such as personal awareness, time management, forming college level classroom habits, study and test-taking strategies, and accessing campus and community resources. As a leader in the GtC professional learning community, the AD/RS encourages and models a holistic approach to programming and student support, and actively collaborates with the GtC director, staff and instructors to identify and use innovative and engaging guidance and instructional practices to maximize student success and continually improve the GtC program. As an educational administrator position, the AD/RS is required to have strong organizational, problem-solving, and decision-making skills. As a leader in the GtC management team, the AD/RS serves as a mentor and role-model to students and staff and therefore must possess a high level of accountability and professional judgment. Due to the collaborative nature of this position, the AD/RS must also promote a positive atmosphere and facilitate cooperation as they represent the Gateway to College program in dealings with the campus community and outside agencies and schools.

SUPERVISOR: Gateway to College Project Director or designee

TYPICAL DUTIES:

- Assist in the selection, training, supervision, and evaluation of program staff and faculty.

- Promote the GtC program by involvement in various community and public school forums, boards, and committees.

- Advise and assist the Director with the design of effective intake processes and materials including application and intake forms, interview questions, student tracking, orientation materials and activities, student handbooks, etc.

- Regularly collaborate with school district partners on referrals, program approvals and sharing of student records.

- Participate in the evaluation and selection of students including reviewing transcripts, files, application materials, and interviewing students.

- Design and facilitate workshops, training sessions and groups activities for staff and students, and assess achievement of learning outcomes.
- Compile data and prepare reports concerning program participant numbers, activities, and outcomes.

- Assist students in developing goals and action plans based on high school completion requirements, dual credit opportunities, and personal career aspirations.

- Provide regular, individualized coaching, guidance, support and case management to students experiencing family, personal, or economic crisis which may impact academic and personal success.

- Assist students in understanding how to navigate academic and college systems, develop academic schedules, and select and register for courses.

- Acknowledge, affirm and build upon students’ unique background and experiences to facilitate understanding and construct bridges between lived experiences and academics.

- Maintain accurate case files, case notes and database records for applicants and active students, ensuring confidentiality is maintained.

- Help students develop self-efficacy by setting and achieving their own goals, monitoring their progress, adjusting their behavior, and solving their own problems.

- Maintain professional boundaries, composure, and confidentiality in relationships with students and in emotionally charged situations.

- Provide timely referrals and support students in accessing community resources or counseling services as needed.

- Work collaboratively with high school and college counseling staff to review and interpret student transcripts, placement test scores, and other relevant reports and data.

- Collaboratively strategize on interventions around student behavior, attendance, attitude, or performance concerns that negatively impact the students’ or learning communities’ progress.

- Participate in ongoing professional development, including activities within the college and with the Gateway to College National Network.

- Proactively monitor student’s progress and work with students to assess and address personal challenges.

- Participate in regular team meeting to develop program plans, determine learning outcomes, evaluate progress and techniques, discuss proven instructional and youth development practices, and adapt new strategies and practices.

- Research and consult with college and community support services and organizations to develop contacts and identify available resources to address student needs, and serve as a resource for GtC Director and team members.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Policies, laws, standards and practices relevant to the K-12 and post-secondary educational systems.
• Local social service systems and resources, and methods for community outreach.

• Computer and applicable software programs including database, spreadsheet, and word processing software.

• Support service needs of under-prepared and educationally disadvantaged students.

Ability to:

• Motivate and empower others, particularly youth from diverse and disadvantaged backgrounds.

• Work effectively under pressure, prioritize, and meet multiple deadlines.

• Establish and maintain effective work relationships and professional partnerships.

• Communicate effectively in written correspondence and verbal presentations.

• Exercise sound judgment in the security of confidential information and the determination of need for student referrals to professional and community services.

Possession of:

• A valid California driver’s license and evidence of appropriate vehicle insurance, based on DMV regulations.

Education/Experience:

• Master’s degree in education, social work, counseling or related field from an accredited institution OR an equivalent mix of related education and experience that demonstrates competency requirements for this position.

• Understanding of the social, emotional, and academic needs of under-prepared, low-income, and first-generation youth representing diverse cultural backgrounds and life experiences.

• Experience with caseload management and dealing with sensitive and confidential information and situations.

• Experience and interest in alternative methods or guidance and instruction, including innovative use of technology for learning and instruction.

• Demonstrated experience in building positive relationships, advising, motivating and supporting under-prepared, low-income, first-generation, and culturally diverse young people.

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