

*Barstow Community College District*

**JOB DESCRIPTION**

**POSITION: CAREER AND COLLEGE ACCESS PATHWAYS (CCAP)**

**DIRECTOR (CATEGORICALLY FUNDED)**

**BASIC FUNCTIONS**

Under the direction of the Vice President of Student Services or appropriate designee, the Career and College Access Pathways (CCAP) Director provides leadership in the development, implementation, coordination, budget, quality control, day-to-day operations of the dual and concurrent enrollment, course offerings, pathways, academies, agreements, and all related outreach activities.

This position represents the college and interfaces with K-12 school district personnel, high school site administrators, County Office of Education, and partners with Barstow Community College (BCC) deans and faculty to provide college courses, pathways, and programs/academies in response to needs. This position requires promoting and advertising assigned academic and career technical education (CTE) programs, coordinating efficient and accessible registration procedures to ensure participation, planning pre-collegiate programs and services (such as onsite enrollment assistance at local high schools and community agencies), and managing the college's outreach plan.

**REPRESENTATIVE DUTIES**

The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Increase full-time equivalent students (FTES) in CCAP and non-CCAP programs through outreach and collaboration with local high school administrators. Plans, implements and evaluates dual and concurrent enrollment and early college programs in collaboration with local educational and governmental agencies.
- Provide administrative leadership and supervision for staff in CCAP.
- Administer budget planning and development, monitor expenditures, and oversee all budgetary facets of the specially funded programs and services;
- Interpret and enforce county, state, and federal policy and legislation governing the administration, regulations and determination of student eligibility for each special program;

- Coordinates efforts, services, projects, and goals with various campus departments to meet the instructional and student services support needs of dual and concurrent enrollment and early college programs.
- Meets regularly with high school/district administrators and conducts needs analyses to ensure that agreements (CCAP agreement, Instructional Service agreements, course articulation agreements, pathways, academies, and Memorandums of Understanding) are approved at the college and the high schools/districts.
- Prepares recommendations and contracts for college-community and college-school district partnerships as appropriate and submits them to the administration for consideration.
- Interprets and submits updates to existing Barstow Community College Board Policies and Administrative Procedures, state and federal government laws and regulations as appropriate to streamline enrollment procedures and processes; submit them to administration for consideration.
- Serve as a liaison and initial point of contact between partner school site administrators and the College's division Deans for course scheduling, course articulation, and curriculum to ensure clear communications and enrollment practices. Resolve problems raised by faculty, administrators, and students of the program.
- Provide and coordinate support services; assist program participants with obtaining and maintaining program enrollment, goals, and progress. Provide program information to students, parents, partners, and the community.
- Direct and participate in preparing and maintaining various narrative and statistical records and reports. Submit mandated reports to appropriate personnel according to established timelines.
- Hire, train, and schedule Student Ambassadors to participate in presentations to feeder schools and community entities, staff the Welcome Center, conduct tours, and create presentations.
- Coordinate marketing, recruitment and outreach activities to facilitate and enhance students' knowledge of and participation in dual/concurrent/early outreach enrollment programs; follow up with inquiries, applicants, and admits to improve yield and conduct effective presentations and workshops to ensure student's access, ease of entry, and successful transition into college.
- Prepares a step-by-step handbook for high school partners and BCC faculty to facilitate dual and concurrent enrollment. A handbook should include, at a minimum, a discussion of curriculum, instructor qualifications, impact of high school bell schedule on BCC scheduling, appropriate dates for scheduling classes, information for parents of high school students participating in dual and concurrent enrollment classes, development and

dissemination of guidelines for instructors, schools, students and academic departments participating in dual and concurrent enrollment textbook purchase and funding, fees, ADA, and FTES considerations.

- Expand the college's capacity to recruit diverse and underrepresented student populations by adjusting the recruitment strategies with an equity lens, adopting appropriate forums for engaging communities that represent those populations, and adjusting to prospect-to-enrollment services to support in culturally appropriate ways.
- Perform other related duties as required.

## **QUALIFICATIONS**

### **Knowledge of and Ability to:**

- Understand, interpret, and apply California Education Code, Family Educational Rights and Privacy Act (FERPA), Title 5, Chancellor's Office administrative procedures, federal/state/local laws, regulations, and other legal parameters affecting the policies and practices of the student services and equity of the district. Knowledge and experience in student services policies, procedures, and practices in higher and K-12 education.
- High School and community organizing and support building; develops and coordinates program activities such as workshops; creates partnerships with school districts, high schools, and community organizations; conducts presentations and outreach activities to high schools and community organizations throughout the community college's service area.
- Communicate in a friendly and helpful manner to students in distress and in need of assistance; Psychosocial issues affecting student success in higher education; Develop policies, procedures, and guidelines for students.
- Curriculum standards, requirements, interpretation, and application in dual and concurrent enrollment programs.
- Demonstrated knowledge of and implementation of diversity, equity, inclusion, and antiracism efforts in an educational setting. Demonstrated sensitivity to, respect for, and understanding of the needs of economically and educationally disadvantaged populations is required. Effectively communicate, orally and in writing, with a diverse student population and college community;

- Screening and interviewing techniques to determine program eligibility for students from diverse ethnic and socioeconomic backgrounds. Understand student needs and make appropriate and timely referrals.
- Present, outreach, and attend community organizations, students, private partners, and related groups concerning the basic needs program.
- Utilize and leverage technology to communicate with students.
- Basic supervisory or leadership principles. Maintain program budget and expenditure oversight.
- Establish and maintain effective relationships with students, faculty, staff, the public, and the community.

## **EDUCATION AND EXPERIENCE**

- Possession of a Bachelor's Degree from an accredited college/university in social work, sociology, education, or related field, AND;
- Minimum of three (3) years of progressively responsible experience working in a community agency, community college, or other public educational setting addressing basic needs and coordinating resources, OR;
- Minimum of three (3) years of experience developing, implementing, and leading a program for vulnerable populations. Six months of lead or supervisory experience is required.
- Licenses/Certifications: Possession of a valid driver's license and must have, and be able to maintain, a driving record acceptable to the district's insurance carrier

## **WORKING ENVIRONMENT**

### **Environment:**

Office environment, subject to interruptions; travel to off-campus locations.

### **Abilities:**

Dexterity of hands and fingers to operate a computer terminal; hearing and speaking to exchange information and make presentations; sitting for extended periods of time.

**CONDITIONS OF EMPLOYMENT**

This is a full-time, 12-month, classified management position (categorically funded) that reports to the Vice President of Student Services. Salary is indexed to placement on the Management and Confidential Salary Schedule at Range 15. This position is subject to evening hours and weekends.

Board approved: 11/15/2023