



EL CAMINO COLLEGE

PROGRAM DIRECTOR FOR HBCU TRANSFER PATHWAYS

Classification: Educational Administrator Retirement Type: STRS*
Salary Range: 6 Board Approval: May 5, 2024

KEY ROLES/RESPONSIBILITIES

Under direction of an assigned administrator, oversee the HBCU Transfer Agreement and grant. Support Black/African American students and other students of color transition from the California Community College System to Historically Black Colleges and Universities (HBCU) and other four-year institutions and close achievement gaps for transfer-motivated students.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and division; lead by example; actively participate in and support advisory groups, activities, and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

***** THIS POSITION IS CONTINGENT UPON GRANT FUNDING. *****

SUPERVISION RECEIVED and EXERCISED

- Receive general direction from an assigned Dean or Associate Dean.
- Supervise, motivate, and evaluate the performance of assigned personnel. Interview and select support personnel and consultants as needed; recommend reassignment, non-renewals to the assigned reporting level, as needed.
- Review and recommend support staffing as needed. Approve goals and performance objectives for personnel as appropriate.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

I. LEADERSHIP

1. Lead, direct, and manage the planning, development, organization, scheduling, direction, performance, and evaluation of programs and services of assigned program. Articulate a

clear vision of assigned program, including services, applications, and benefits provided. Lead and manage change within assigned program and across the Division as directed.

2. Actively participate in long-range planning, program review, and resource development activities. Promote transparency within and among assigned program.
3. Participate actively in the life of the College, including operational processes and initiatives, by serving on or leading College committees, workgroups, task forces, and councils as assigned.
4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Prepare and implement budgets.
5. Provide vision, leadership, and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure ongoing sustainability of the program and College as a whole.
6. Support student learning using a variety of effective instructional methods, educational technologies, and college resources.
7. Demonstrate full accountability for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for improvement within assigned program and implement actions to strengthen services to students and the campus community.
8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility, and Anti-racism.
9. Serve as Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

II. FUNCTIONAL RESPONSIBILITIES: College Level

1. Provide effective leadership and ongoing guidance over all aspects of assigned program, including resource planning, budgeting, tracking, and reporting. Provide technical expertise as directed.
2. Provide leadership over the delivery of services throughout the assigned program. Promote an effective work environment that supports high performance teamwork, continuous improvement, and ongoing sustainability of resources.
3. Ensure fiscal integrity to promote and empower student learning, success, and self-advocacy.
4. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities within assigned program area. Be alert for and effectively manage trouble spots in assigned program service areas.
5. Provide timely operational, technical, and functional information to assigned supervisor, Vice President, and other administrators, as directed. Interpret routine policies and regulations and recommend appropriate courses of action in unusual and complex circumstances. Demonstrate effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization.
6. Ensure that all program services, activities, events, and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural,

linguistic, racial, ethnic backgrounds and disabilities of community college students, faculty, and staff.

7. Demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of students.

FUNCTIONAL RESPONSIBILITIES: *Job Level*

1. Manage and monitor all aspects of the HBCU Transfer Agreement in accordance with the Chancellor's Office guidelines. Ensure full and complete compliance with all reporting requirements (written reports, oral presentations, etc.), required data analysis, student success metrics, submission deadlines as defined by the grant.
2. Develop, coordinate, and host a series of outreach efforts and information events for high school and college students, parents, counselors, administrators, faith-based organizations, and other potentially interested parties to generate support and active participation in the HBCU Transfer Pathway.
3. Solicit and continuously expand HBCU partnerships. Cultivate increasingly effective relationships with HBCU institutions and continuously seek advocacy from partner institutions to strengthen support and accommodations that meet the needs of transfer students, particularly Black and African American students.
4. Assist in resolving staff, faculty, and/or student problems within program of assignment. Provide guidance, feedback, and consistent follow-up to resolve problems and build a cohesive program.
5. Develop and maintain a data methodology and sharing of information in coordination with institutional researchers at other HBCUs to collect and analyze a variety of program outcomes (e.g., student applications, admittance, transfer, completion rates). Compile data collection into student success metric reports and program outcomes as defined by the Chancellor's Office and grant funding requirements.
6. Coordinate in collaboration with Marketing and Communications the editing, updating, and distribution of program-related publications, brochures, videos, social media sites, and other print and digital marketing productions. Ensure quality, timeliness, and accuracy of marketing material.
7. Respond to inquiries about the HBCU Transfer Pathway program. Assist with the application process. Solicit feedback from HBCU transfer students and alumni to develop and enhance student engagement and program improvements.
8. Arrange campus tours of various California Community Colleges (CCC) for HBCU representatives to become more informed. Invite HBCU representatives to various conferences, transfer fairs, and other events in California to help potential transfer students learn more about HBCU admission requirements, costs, housing options, and other pertinent transfer information.
9. Conduct research and analysis to identify potential funding sources and other grants to support and expand the HBCU Transfer Pathway program.

III. RELATIONSHIPS

1. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.
2. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.
3. Work closely with other college and university partners to foster and facilitate a seamless student experience and increase student success.
4. Work cooperatively and communicate effectively with College administrators and staff, representatives of State and federal agencies, educational institutions, social service organizations, community representatives, and others to coordinate and implement assigned programs and activities and provide information to others.
5. Attend a variety of administrative and staff meetings related to strategic planning, budget, advisory committees, and other assigned activities; participate in consultation, shared governance, and appropriate advisory committee meetings. Chair committees as assigned.
6. Maintain and encourage effective communication with assigned personnel by holding regular meetings. Provide timely information to direct reports and consultants about issues, programs, and practices affecting the college, Area, and division.
7. Network with professional colleagues inside and outside of the College. Attend workshops and professional conferences to stay informed of new developments and technologies; serve on a variety of campus, community, and state committees; meet with representatives of business, industry, and local government as appropriate.
8. Participate as an active member of the Area Vice President's or Department's management team, as appropriate.

IV. ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, program, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Establish priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train and supervise the performance of assigned professional, operational, technical, and support personnel; recommend reassignment or non-renewal as needed; delegate and review assignments and projects; evaluate work products and results; implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor work performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts within assigned program area.
4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.

5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Master's degree from an accredited college or university.

Experience: One (1) year of formal training, internship, or leadership experience reasonable related to the administrator's administrative assignment.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

DESIRABLE QUALIFICATIONS

Desirable Education: Master's degree in education, counseling, social science, human services, business administration, or related field.

Desirable Experience: One (1) year of work experience delivering academic services to students aimed at improving student success. Three (3) years of work experience in education or other profession involving work with postsecondary students.

Knowledge/Areas of Expertise: College Level

- California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the College, as they apply to areas assigned.
- Comprehensive understanding of higher education principles and practices in community colleges, including the mission of the California Community Colleges.
- Community college organization, operations, policies, and objectives, including specific policies and procedures of El Camino College covering the departments or units supervised.
- Specific needs and interests of community college students.
- Principles of business administration, management, marketing, and record keeping.
- Effective organizational and management practices pertaining to the analysis and evaluation of projects, programs, policies, procedures, department performance metrics, and operational needs.
- Effective fiscal management strategies, including understanding of budget concepts, principles, and practices, and effective budget administration and control.
- Effective financial reporting and record keeping.
- Grant proposal writing and special funding resources applicable to areas supervised.
- Appropriate risk management strategies, safety precautions, and procedures.

- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Effective methods for conflict resolution and crisis management.
- Effective change management principles and practices.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Effective marketing, promotion, and public relations techniques. Preparation, publication, and distribution of informational and promotional materials related to areas assigned.
- Effective written and oral communication skills. Effective interpersonal skills using tact, patience, and courtesy. Effective collaboration, communication, and consensus-building techniques.
- Effective needs assessment methods and project management practices. Effective data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.
- Effective leadership, administration, organizational planning, supervision, training, and analysis techniques applied to the assigned administrative area. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Computer systems and software applications related to areas of assignment, including capabilities and limitations. Modern office practices, procedures, and equipment. Operation of computer, peripherals, and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
- Proficient level operation of a computer and assigned software, including proficient level use of common office software such as: Excel, Access, Word, Outlook, and PowerPoint.
- Technological advancements and their application to the assigned areas of responsibility.

Knowledge/Areas of Expertise: Job Level

- Knowledge and experience with HBCUs.
- Experience working on a grant.
- Experience working as a liaison between high schools, colleges, or universities to promote successful student transfers.
- Proven experience in program coordination, project management, or related roles.
- Understanding of and ability to assess the Black college experience.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Understand and practice the principles of administration and supervision.

Abilities/Skills: College Level

- Represent the College in a manner that reflects a positive image of services and support provided.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building. Work effectively and collaboratively

- in a diverse college environment, as well as within a community college system.
- Establish and maintain cooperative and effective working relationships with others. Listen effectively. Communicate respectfully with people of diverse cultures, languages, abilities, etc. Work effectively with others to build consensus and gain cooperation through discussion and persuasion to achieve common goals.
 - Provide effective customer service and end-user satisfaction. Respond promptly to requests and inquiries from the public. Effectively resolve complex problems.
 - Work independently with limited administrative oversight and direction. Adhere to ethical principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving problems.
 - Meet assigned schedules and timelines. Effectively manage the stress of working under tight timelines.
 - Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
 - Travel to meetings and events on and off campus as required. Observe legal and defensive driving practices when operating a motor vehicle on campus or on official business.
 - Utilize effective planning and organizational skills. Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
 - Administer and control the budget for program as assigned.
 - Chair and participate in a variety of college committees and work groups as directed.
 - Read, understand, interpret, and apply technical and legal information effectively. Analyze, interpret, communicate, and enforce applicable federal, state, and local laws, regulations, rules, policies, administrative data, and related materials. Interpret, apply, and explain rules, regulations, policies, and procedures in a variety of procedural situations for areas assigned.
 - Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as assigned. Assist in related research and evaluation activities as required.
 - Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.
 - Communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Prepare and present effective oral and written reports, press releases, and promotional materials as required. Prepare and deliver effective presentations as requested.
 - Utilize effective planning and organizational skills. Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines. Effectively delegate authority and responsibility. Provide leadership, guidance, and assistance to the functional and operational areas within the assigned program.
 - Utilize effective leadership, counseling, and modeling skills. Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
 - Effectively train, direct, supervise, motivate, and evaluate the performance of assigned

staff. Facilitate effective staff meetings and group discussions and involve staff in idea generation, goal setting, and decision making.

- Work effectively within a unionized environment.
- Operate a variety of office equipment including a computer. Use automated systems to maintain records, collect data, and generate reports.

Abilities/Skills: Job Level

- Effectively and accurately read, interpret, and follow Collective Bargaining Agreements.
- Demonstrated ability to engage Black and African American students.
- Evidence in implementing diversity, inclusivity, and equity in the workplace.
- Demonstrated commitment to student learning and development.
- Respond to email in a timely manner.
- Able to organize and prioritize while planning various events.
- Work cooperatively with others.
- Analyze situations accurately and adopt effective courses of action.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

** Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*