



**Supervisor, Student Outreach and Career Technical Education (CTE) Transition**

**SALARY GRADE:** [C4-59](#)

**DEFINITIONS:**

Reporting to the Vice President of Instruction, this position supervises the Student Success Specialist, Dual Enrollment Coordinator, and the Adult Education Outreach Coordinator. The position is responsible for the supervision of day-to-day operations and the educational quality of all aspects of the Dual Enrollment Program including managing the Early College Promise Programs, Adult Education Programming, Instructional Service Agreements with educational partners, Soar on the Go, Day on the Hill, College Ambassador Program, and the recruitment of high school, learning communities and special student populations.

The position is responsible for all Foothill's relationships with local high schools and other educational, non-profit and business partners while working closely with the division deans and the Offices of Instruction and Student Services to supervise the day to day operations of Outreach and CTE Transition, including the planning and evaluation of all aspects related to marketing, admissions and registration, scheduling, evaluation, submission of academic records, multiple measures for placement, event planning, and counseling support.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
2. Plan, organize, and supervise the day-to-day operations for outreach and recruitment for dual enrollment, Early College Promise, adult education, CTE pathways and learning communities while maintaining a collaborative working relationship with high school administrations and teachers, local employers, community organizations, and divisions and departments on campus.
3. Oversee the creation, content, and production of outreach materials, collateral and program promotion in coordination with Marketing and Instructional Divisions.
4. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
5. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments; design performance improvement plans when indicated.
6. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
7. Monitor and approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
8. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
9. Develop and implement a strategic enrollment management plan for the College in collaboration with campus leaders including the development of enrollment metrics/targets for all programs. Implement programming and activities to ensure meeting metric targets in collaboration with Admissions, Marketing, Institutional Research, and Instruction.

Evaluate program goals and metrics; serve as a liaison with Institutional Research, Deans, and Senior Staff. Chair regular meetings to coordinate, communicate and review program operations and objectives.

10. Plan, coordinate and arrange appropriate training for assigned personnel; develop and initial departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
11. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, and maintaining necessary documentation.
12. Develop and manage budget projections and monitor expenditures of all program funds to meet institutional goals. Seek additional funding where necessary, and collaborate with other offices to maximize resources. Report directly to the Vice President of Instruction and Dean of CTE (when necessary).
13. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Effective recruiting and marketing methods.
2. Workforce and workforce education related policies and procedures; applicable, local, state, and federal laws and regulations.
3. California Community College policies and procedures.
4. Admission and enrollment policies; college residency laws and requirements.
5. Title V Regulations and the California Education Code (with particular relevance to dual enrollment)
6. Federal Education Reporting Privacy Action (FERPA) guidelines.
7. Hiring and liability policies relating to student employees and bringing student on campus.
8. Principles of leadership, management, and supervision.
9. Principles and practices of higher education organization and structure.
10. Event and program promotion, material development, marketing and advertising.
11. Computers: commonly used software and communication mediums.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Effective written and oral communication skills.
3. Experience working with underserved populations.
4. Experience working in a collaborative setting in a complex, large organization, preferably higher education.
5. Interpret and apply rules, regulations, policies and procedures.
6. Communicate effectively both orally and in writing.
7. Team leadership and decision-making.
8. Training, assign, supervise, evaluate and develop staff.
9. Handle difficult and sensitive issues and problems and resolve conflicts.

### **Education and Experience:**

#### **Any combination equivalent to:**

1. Bachelor's degree in a related field.
2. Three years experience in high school and/or community college setting.

## **WORKING CONDITIONS:**

### **Environment:**

1. Typical office environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: July 1, 2018

Ed Code: H-30

Creditable Service: PERS