

## College of the Redwoods

## Position Description

Position: Director, Pathways	Position Number:
Department: Student Services	FSLA: Exempt
Reports to: Vice President, Student Services	Salary Grade: 128

### **Summary**

Under the general direction of the Vice President of Student Services, the Director of Pathways oversees professional-level work in the administration of college and career pathways, dual enrollment, pathways development, and Guided Pathways initiatives, plans, and programs. The Director serves as the liaison to high school administrators, students, and other institutions of post-secondary education; and coordinates with other college departments in the effective delivery of support service initiatives. The Director works collaboratively with all groups across the District to implement strategies, services, and initiatives to support student access and success. Performs related duties as required or assigned.

### **Essential Duties and Responsibilities**

- Integrate and scale Vision 2030 commitments, College and Career Pathways to include dual enrollment, pathways development, and Guided Pathways efforts in partnership with Institutional Effectiveness, Student Services and Instruction through the following:
- Scale equitable access, Onboarding, Persistence, Retention and Completion efforts through strategic enrollment management, including the clarification of Pathways (metamajors and course sequences), robust outreach and orientation, and the development of holistic advising models.
- Scale equitable Access, Onboarding, Persistence, Retention, and Completion in partnership with Student Equity and special programs, including wraparound support, basic needs and housing, and continued development of community and college partnerships.
- Scale equitable Access, Retention, Completion, workforce and transfer readiness through the clarification of Pathways, development and maintenance of ADTs, course and general education Articulations, the development of robust credit for prior learning opportunities, and 2+2 agreements with our local transfer partners through Articulation.
- Scale equitable course and program access, Persistence, Retention, completion, workforce and transfer readiness through the development of innovative curricular, co-curricular, and assessment models, robust professional learning, and applied learning opportunities.
- Coordinates activities and supports with a variety of Student Services areas, including Admissions and Records, Welcome Center, Counseling, and Transfer Counseling;
- Works closely with discipline faculty and articulation officers at the college and university level to develop clear and efficient pathways for students;
- Plans and develops promotional and recruitment strategies for assigned programs;
- Creates and provides information to students and others regarding the guided

- pathways programs;
- Plans and participates in activities aimed at improving campus/community awareness of the Guided Pathways programs;
- Develops and serves as the primary coordinator of the college's Guided Pathways initiative;
- Works closely with teaching faculty, faculty counselors, and faculty leadership to support Guided Pathways Initiative development and coordination;
- Maintains knowledge of federal, state and local legislation, regulations, policies and procedures pertaining to the assigned areas and programs to ensure compliance with all program requirements;
- Develops and coordinates the college's 2+2+2 program in conjunction with high school and CSU partners;
- Corresponds and collaborates with internal and external stakeholders to share data, experiences, challenges and successes including participating in regional and statewide conferences about dual enrollment and Guided Pathways;
- Correspond and collaborate with Institutional Research and Marketing and Communication for reporting, data analysis and project development;
- Maintain partnerships with external entities, including K-12 school districts and four-year universities;
- Serve as a resource to administration, faculty and staff in the interpretation of state and federal guidelines for assigned programmatic areas;
- Maintains accurate records, files, databases, and prepares reports;
- Perform other duties as assigned to support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

Knowledge of:

- Principles of Guided Pathways;
- Techniques and communication tools to build partnerships with individuals from diverse academic, ethnic, socioeconomic, and cultural backgrounds;
- Curriculum development, program development and articulation processes within the California Community College System;
- Different learning styles and the presentation and needs of these styles when attempting to convey information to students;
- Higher education policies that govern assigned programs and areas of responsibility in California;
- Program management principles and practices, including program planning, development, implementation and evaluation;
- Computer applications related to the work;
- Standard office practices and procedures, including recordkeeping, filing and the operation of standard office equipment;

### **Abilities**

Skill in and Ability to:

- Interpret, apply and explain complex laws, rules and regulations to various audiences;

- Plan, organize and provide programmatic oversight in the assigned areas
- Represent the College with community groups, organizations agencies serving students;
- Prepare reports, correspondence and other written materials;
- Organize work, setting priorities and meeting critical deadlines;
- Exercise sound judgment within policy and procedural guidelines;
- Maintain accurate records and files;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Communicate effectively both orally and in writing;
- Lead discussions and make presentations to large and small groups;
- Demonstrate initiative, creativity, team work, conflict resolution/decision making skills;
- Organize, retrieve, manage and present large amounts of informational details about college programs and course work;
- Demonstrate sensitivity to the needs and concerns of a diverse college population;
- Work well under pressure; learn quickly;
- Work ethically with confidential information;
- Utilize a variety of computer software, including college data systems and internet.

#### **Physical Abilities**

Requires sufficient ambulatory ability to get to off-campus locations. Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

#### **Education and Experience**

Master's Degree plus 3 years work experience in a student support environment. Experience working with dual college and career pathways and Guided Pathways preferred.

#### **Licenses and Certificates**

Requires a valid driver's license.