

College of the Redwoods

Position Description

Position: Director, Student Success 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 Student Success Pathways oversees professional-level work in the administration of the Dual Enrollment and Guided Pathways initiatives; serves as a college liaison to high school administrators, students, and other institutions of post-secondary education; and coordinates with student services staff to support all dual enrollment students, and performs related duties as required or assigned.

Essential Duties and Responsibilities

- Maintains open and timely communication with the Vice President of Students Services and the Vice President of Instruction, including the development of program reports as requested;
- Oversees all functions of the Dual Enrollment and Guided Pathways programs;
- 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 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 dual enrollment and guided pathways programs;
- Provides comprehensive assistance and coordination of supports to high school faculty and students participating in the Dual Enrollment program;
- Develops and delivers workshops (including application and registration workshops) to potential and current dual enrollment students, parents and/or high school staff;
- Serves as a college liaison to high school administrators, faculty, staff, and students;
- Manages the faculty liaison process between college and high school faculty, including the tracking of course alignment, classroom observations, and required paperwork;
- Manages the dual enrollment program offerings with the college and high school Districts for inclusion in the College and Career Access Pathways (CCAP) agreements;
- Assists Academic Deans and Directors in the scheduling of dual enrollment classes;
- Assists Division Deans and Directors in processing and tracking faculty minimum qualification approvals;
- Works closely with the Admissions and Records Office to coordinate applications and registrations for dual enrollment students in a timely and efficient manner;

- Designs and implements a multi-modality outreach plan to support dual enrollment efforts;
- Facilitates the maintenance of a contact list of key personnel at local high schools, to include administrators, faculty, counselors, and other personnel critical to the administration of dual enrollment;
- Plans and participates in activities aimed at improving campus/community awareness of the Dual Enrollment and 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 dual enrollment and 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;
- College & Career Access Pathways and the differences between dual enrollment and concurrent enrollment;
- 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

Bachelor's Degree plus 3 years work experience in a student support environment. Master's degree, experience working with dual enrollment programs, and Guided Pathways preferred.

Licenses and Certificates

Requires a valid driver's license.