

**PERALTA COMMUNITY COLLEGE DISTRICT - March 19, 2008**

**ACADEMIC MANAGEMENT JOB DESCRIPTION**

**DIRECTOR, GATEWAY TO COLLEGE PROGRAM  
(Management Salary Range 1)  
Job Code: 744**

**CLASS PURPOSE**

Under the general direction of the Dean, Community Partnerships and Workforce Development, the program director provides leadership, coordination, direction, and vision for the replication of the Gateway to College Program at Laney College—a program serving high school dropouts ages 16-20. The program director works closely with college and school district staff, and the grant funder to implement an educational program providing students an opportunity to earn a high school diploma while earning college credits.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

*1. Curriculum/instruction planning and evaluation responsibilities*

- Collaborates with funder to implement program curriculum;
- Coordinates curriculum development with faculty to assure that it meets state content standards and assessment procedures while maintaining the essential elements of the Gateway to College model;
- Coordinates efforts to ensure that curriculum is aligned to meet school district diploma requirements while meeting college degree requirements;
- Manages program budget in collaboration with college and district accounting staff;
- Keeps pace with current developments in local, state, and national trends or regulations in the areas of curriculum and instruction as they relate to Gateway to College;
- Maintains and analyzes current information on effective methods of serving the educational needs of non-traditional populations.

*2. Program operations and management responsibilities*

- Provides planning and leadership for Gateway to College Program operations;
- Plans, develops, implements, and evaluates programs in compliance with project contract;
- Organizes orientations for new faculty and staff; organizes and conducts staff development workshops and activities; provides a climate that supports collegiality;

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- Ensures communications between faculty and staff in order to provide the best service to students in the program;
  - Maintains relationships with business, labor, industry, governmental agencies, and community organizations;
  - Researches, develops, and submits funding proposals to support the Gateway to College Program;
  - Writes and negotiates contracts with program partners such as school districts or other organizations supporting the Gateway to College program;
  - Prepares and submits monthly reports on program activities and accomplishments;
  - Attends on- and off-site training sessions that may require travel;
  - Prepares and monitors program budgets to ensure effective use of Gateway to College financial resources;
  - Administers data regarding participants and program outcomes.
3. *Student recruitment, retention and support responsibilities*
- Provides leadership for the Gateway to College outreach, recruitment, orientation, and selection process;
  - Maintains program statistics relating to enrollments, success rates, attendance, and other data;
  - Promotes Gateway to College through marketing and service on various community and public school forums, boards, and committees within the community;
- Staffs project team and advisory group meetings, synthesizes and prepares notes and minute; disseminates documents to team members;
  - Works with the external evaluator to create procedures and protocols for documenting project progress and creates and maintains quantitative data files and qualitative documentation for project evaluation;
  - Creates and/or archives project documentation;
  - Leads effort to secure contributions of funds, equipment, in-kind services, and instructional supplies from private and public sector partners; records contributions and donations from corporate and public sector partners;
  - Creates and administers the project website, supporting, modifying, and expanding it as necessary; places project reports, minutes of meetings, and other documents on website;
  - Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Master's Degree from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator's assignment.

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3. Strong communication skills (written and verbal) and the ability to present complex academic information to diverse audiences.
4. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Possession of Master's Degree from an accredited college or university or terminal degree in Education, Counseling, Psychology, or related field.
- Experience with curriculum development and knowledge of K-12 and post-secondary curriculum standards.
- Teaching experience in a K-12 and/or post-secondary institution.
- Experience in community outreach and knowledge of community social service agencies
- Demonstrated commitment to educational equity, multiculturalism, and successful student outcomes, preferably at the community college level.

**ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

**PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13