
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT

CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL

POSITION: UPWARD BOUND LEARNING SPECIALIST

DEPARTMENT: UPWARD BOUND

FINAL FILING DATE: WEDNESDAY, MAY 14, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

LOCATION: *SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE

SALARY: \$3040 - \$3337/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$4224/MO.)

COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of the Upward Bound Director, assist in the planning, development, coordination and implementation of the and Upward Bound Programs daily support activities, including student selection, assessment and eligibility determination; coordination and implementation of program components for low-income and first-generation program participants.

REPRESENTATIVE DUTIES:

- Assist in the development, implementation and monitoring of the academic components, including curriculum for weekly resource sessions and Saturday Enrichment Academies. (E)
- Assist with research and preparation of U.S. Department of Education funding proposals and annual performance reports, and any other reports required by Yuba Community College and target schools; participate in the evaluation of program effectiveness; prepare necessary reports. (E)
- Establish and maintain contacts with college faculty and staff, as well as outside agencies such as JTPA, Migrant Education and target schools personnel; explain & market program services to students, parents, staff, other schools & community agencies. (E)
- Assist in the development and implementation of student eligibility and selection criteria forms, brochures and processes and tracking mechanisms, including participant rosters. (E)
- Assist in planning, coordinating and implementing of services to recruit and retain program participants; review and analyze applications and make decisions regarding eligibility status; develop and maintain rapport with the participant's parent(s)/guardian(s). (E)
- Assist in the selection, administration and interpretation of all student assessment instruments. Coordinate testing; assist students in completing forms; arrange testing as necessary. (E)
- Develop an Education Plan with each participant; review Educational Plan with participants and parent(s)/guardian(s), monitor adherence to the plan, make necessary modifications, conduct quarterly reviews and discussion, ensuring required services are provided to achieve Educational Plan goals. (E)
- Plan coordinate, implement and lead tutoring services at each participating school site, in conjunction with high school staff, to include the recruitment, hiring, training, supervision and evaluation of student tutors. (E)
- Develop and implement student tutoring tracking systems, including tutor logs and time sheets and a collection process. (E)
- Coordinate and lead weekly resources sessions and Saturday Academies in conjunction with high school staff. (E)
- Collect quarterly high school grade reports for each participant; compile & disseminate academic records; assess, track and measure progress, meeting with target school teachers & counselors to discuss participant progress; coordinate weekly visits with the target school counselor during the academic year. (E)
- Plan, coordinate and monitor educational workshops and field trips in conjunction with appropriate college departments. (E)
- Participate in the monitoring of the allocation and expenditure of funds for tutoring. (E)
- Consult with faculty and/or other appropriate staff regarding appropriate placement of students, monitor student progress and provide tutor assistance as needed. (E)
- Provide personal, financial, academic, career and vocation advice to program students as necessary. (E)
- Write, edit and distribute newsletters regarding programs' services, outcomes and achievement to be distributed to students, staff and agencies as appropriate. (E)
- Participate in a variety of related advisory committees; participate in a variety of related on and off campus meetings; attend related professional meetings and workshops as approved. (E)
- Coordinate and direct daily support services on and off-campus for low-income, first generation college students and interact with local area high schools personnel. (E)
- Maintain current knowledge of rules, regulations and guidelines related to the programs; assure compliance with rules and regulations; analyze new or proposed legislation for possible impact on the programs.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Oral and written communication skills.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.
- Use of personal computers and software applications.
- Guidelines, goals and objectives of any TRIO programs, such as Upward Bound and Student Support Services.
- Methods and practices of record keeping and reporting.
- Outreach recruitment and interviewing techniques for program participants.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Learn college organization, operations, procedures and objectives.
- Analyze, interpret, apply and explain policies and procedures.
- Learn and interpret laws, rules, regulations and policies related to TRIO programs.
- Interview effectively and obtain relevant facts.
- Make presentations to groups.
- Relate to students from various cultural backgrounds of the community.

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Train and provide work direction to others.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Bachelor's degree in liberal studies, social services, psychology or closely related field and two years of experience in development, application, and analysis of assessment instruments and diagnostic tests, OR support projects for educationally and economically disadvantaged students in a college student services program or in programs leading to a college education, OR demonstrated ability to hire, train, and lead tutors and residential advisors.

LICENSES AND OTHER REQUIREMENTS:

- Valid driver's license

ENVIRONMENT:

- Office environment
- Driving a vehicle to conduct work
- Constant interruptions

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting for extended periods of time
- Lifting light objects

REQUIRED DUTIES:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

*** This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.**

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however, provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

APPLICATION PROCEDURE & DEADLINE: A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **WEDNESDAY, MAY 14, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED NOR EMAILED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

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