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# 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](http://www.yccd.edu)*

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## MANAGEMENT VACANCY - CLASSIFIED SUPERVISOR

CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL

**POSITION:** UPWARD BOUND SUPERVISOR

**DEPARTMENT:** UPWARD BOUND

**FINAL FILING DATE:** FRIDAY, AUGUST 21, 2009 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

**LOCATION:** \*SCHEDULED TO BE ASSIGNED TO: WOODLAND COMM. COLLEGE

**SALARY:** \$58,163 - \$67,186/YR. (Range 18, Management Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$77,783/YR.)

**COMMENCING:** As Soon As Possible

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**BASIC FUNCTION:** The Supervisor will manage the Woodland Community College Upward Bound Program for low-income and potential first-generation college students; assist with program development, planning and implementation and ensure federal compliance with the Upward Bound Grant Proposal Objectives.

### DESCRIPTION OF RESPONSIBILITIES WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- Plan, organize, and manage the daily activities of the Upward Bound Program.
- Ensure all components of the program are in compliance with the Upward Bound grant objectives.
- Oversee hiring, selection and training of all Upward Bound staff.
- Develop and implement programs and services to recruit and retain program participants.
- Plan, coordinate and facilitate the Upward Bound workshops and educational components.
- Explain program services to students, parents, staff, high schools and community agencies.
- Monitor, evaluate, provide accountability, report requirements, and manage the budget.
- Assist in recruiting, selecting of, training and providing work direction to Tutors/Mentors.
- Act as liaison between the Woodland Community College program and the Yuba Community College District, establishing and maintaining network, particularly with administrators and directors of student services division.
- Establish and maintain network contacts with agencies and businesses.
- Establish and maintain network contacts with each of the target schools.
- Develop presentations to all relevant and interested entities, including the Yuba Community College District, target school personnel and students, community agencies and businesses.
- Attend open houses and college nights at target schools for purpose of disseminating Upward Bound program information.
- Develop program publicity to include posters, brochures, literature, media releases and articles.
- Develop participant folder for newly admitted participants.
- Assist in developing Upward Bound database and methodologies for statistical reports Implement, monitor and evaluate comprehensive services to participants.
- Coordinate and/or supervise all special student services such as academic advising, field trips, tutoring and speakers.
- Plan and implement the Upward Bound Summer Component
- Oversee, coordinate and schedule the Upward Bound Parent Advisory Board.
- Conduct regular meetings and annual evaluations for the Upward Bound Staff.
- Conduct program workshops at high schools and on parent nights.
- Develop Upward Bound grant applications, and prepare annual and other reports as required.
- Maintain current knowledge of rules, regulations and guidelines related to the Upward Bound Program and assure compliance with rules and regulations.
- Participate in on & off campus meetings; professional meetings & workshops as required for the success of the Upward Bound program.
- Perform related duties as assigned.

### PROFESSIONAL KNOWLEDGE AND ABILITIES:

- Commitment to diversity
- Interviewing techniques
- Methods and practices of record-keeping and reporting
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Commitment to furthering the Mission, Goals and Objectives of Woodland Community College and the Yuba Community College District
- Demonstrated leadership ability
- Demonstrate integrity, sensitivity and enthusiasm
- Coordinate and direct the daily support services on and off-campus for low-income and potential first-generation college students
- Manage and supervise program staff
- Plan, organize and evaluate the Upward Bound Program operations and services
- Analyze, interpret, apply and explain policies and procedures
- Learn Upward Bound Program requirements, guidelines, goals and objectives

- Interview effectively and obtain relevant facts
- Make presentations to groups
- Organize and assemble data and prepare reports
- Learn Fundamentals of college procedures and services applicable to UB students
- 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 tutors
- Work confidentially with discretion
- Learn District organization, operations, policies and objectives
- Learn applicable sections of State Education Code and other applicable laws
- Operate office equipment including a computer

**EDUCATION AND EXPERIENCE:** A bachelor's degree in a social science field and two years of experience working with educationally and economically disadvantaged students in an educational environment. Individuals with similar background as the target populations are encouraged to apply: succeeded in overcoming barriers and challenges similar to those confronting the population of the target area.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid driver's license.

**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 Woodland Comm. 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 Woodland Comm. 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.

**BENEFITS/SALARY:** The District offers a comprehensive benefits package for employees and dependents, valued at over \$13,000 annually with currently no out of pocket expenses to employees or dependents for monthly premiums. The package includes health, dental, vision, two (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (PERS) which is integrated with Social Security OR the State Teacher's Retirement System (STRS), 457/403b options, 22 vacation days, 3 Administrative days, 3 Non-duty days, 2 Floating Holidays, 12 sick days and 20 holidays. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 5 OF THE MANAGEMENT SALARY SCHEDULE.**

**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 you may call our TTY line at (530) 634-7760 OR visit our Web Site at [www.yccd.edu](http://www.yccd.edu) It is the sole responsibility of the applicant to ensure that all application materials are received by the final filing date in the Human Resources Office by **FRIDAY, AUGUST 21, 2009 BY 12:00 NOON.**

*It is the sole responsibility of the applicant to ensure that all application materials are received by the first review of application 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, incomplete and/or late applications will not be forwarded for further consideration.*

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