

Position Information	
Title	Director of Special Programs
Job Category	Management
Position Number	
Location	
Job Description	<p>BASIC FUNCTION: Under the direction of the Campus Executive Dean, the Director of Special Programs is responsible for providing leadership in the ongoing development, implementation, and assessment of special programs at Colusa Campus as well as day-to-day administrative oversight for the Campus. These functions include general program management, coordinating the inclusion of special programs in Educational Master Planning, annual College Action Plans, submitting program reviews, ensuring program inclusion in the College Student Equity Plan, Adult Ed Block Grant Plan, and WIOA Title II Grant Plan, grant proposal support, and grant compliance. The Director will also serve as the spokesperson for the campus within Colusa County, attending local meetings and maintaining relationships with County organizations including the Chamber of Commerce, Rotary, and other appropriate agencies.</p> <p>This Director will provide support for the Williams Early College High School initiative. The Director of Special Programs will provide comprehensive facilitation and coordination between Woodland Community College (Colusa Campus) and Williams High School. The Director will collaborate with High School leadership to ensure access and opportunity through WECHS offerings, and maintaining and increasing enrollment in the Early College High School and other special programs as specified by the College President or designee.</p> <p>Additionally, the position will oversee the WIOA Title II grant for English language learners and literacy development within the Colusa community. Working with the Colusa County Office of Education, the Director will oversee the grant activities following the defined action plan, track funds spent, and submit periodic reports to the grantor.</p>
Job Duties	<p>DUTIES AND RESPONSIBILITIES:</p> <p>Reporting to the Executive Dean, the Special Programs Director is expected to work in collaboration with community partners, high school administrators and staff, counselors and students, the Office of Admissions and Records, and the College's lead program faculty to grow special programs, ensure quality, and increase program enrollment.</p> <p>EXAMPLE KEY RESPONSIBILITIES AND DUTIES:</p> <ul style="list-style-type: none"> • Administer special programs • Recruitment and outreach • Facilitate development of special pathway plans • Develop and implement a timeline for processes related to matriculation, enrollment, retention, and reporting, including WECHS application, testing, registration, attendance, and enrollment roster due dates • Maintain communication with CCC instructors to ensure WECHS students are progressing • Facilitate conversation with College and high school staff around student work, curriculum, and online educational resources. • Maintain semester spreadsheets of WECHS instructors and their classes to ensure they are entered into the College's Student Information System • Maintain progress reports and initiate drop/add/withdrawal procedures in the appropriate situation

	<ul style="list-style-type: none"> • Ensure students have knowledge of the online CANVAS system and how to navigate the college website • Facilitate the resolution of student complaints regarding academic issues in WECHS • Develop appropriate strategies for increasing high school enrollment, research best practices and network with MCHS specialists at other colleges. • With the Student services team, develop and implement yearly information sessions and actively participate in school system college opportunities events at with WECHS can be promoted. • Create and maintain WECHS website and social media as well as other marketing materials to educate the public on the program and increase enrollment across the county. • Develop and orientation system for students and parents entering into WECHS • Maintain a database of all WECHS students to generate reports on enrollment, retention, grades and pathway completion. • Implement and evaluate the WECHS work plan • Other duties as needed for support and administration of Colusa Campus Special Programs
Required Qualifications	<p>The minimum qualifications for service as an educational administrator shall be both of the following:</p> <p>(a) Possession of a master's degree; and</p> <p>(b) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.</p> <ul style="list-style-type: none"> • Master's Degree in education, ESL, educational leadership, counseling, or a related field • Knowledge of community college policies and procedures • Management and leadership experience • Ability to communicate both orally and in writing to diverse populations • Knowledge of student information systems • Knowledge of relationship building techniques • Ability to meet deadlines and problem solve • Understand enrollment and retention as it related to the community college mission • Knowledge of computer systems (Chrome, Excel, Microsoft Office Word, PowerPoint, etc.) • Ability to create and analyze data and spreadsheets • Considerable knowledge of regulations and laws related to retention and release of confidential data. Position requires local travel and occasional weekend hours and out of county travel.
Desired/Preferred Qualifications	<ul style="list-style-type: none"> • Bilingual, Spanish and English competence (desirable qualification) • Prior experience working with high school and college students • Knowledge of federal and state financial aid programs • Knowledge of enrollment and retention • Previous experience in a community college or educational system • Social media and marketing experience•
Physical Demands	

Special Conditions for Eligibility	
FLSA	Exempt
Range/Step	Management Range 26
Salary	\$74,205 - \$99,637/YR
Benefits Information	<p>BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependent(s), for positions whose FTE is .60 or higher, valued at over \$20,000 annually for employees + dependents. The package includes health, dental, vision, two (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the State Teacher's Retirement System (STRS), 457/403b options, 12 sick days, 22 vacation days, 223 day/12 month contract.</p> <p>INTERVIEW: Candidates selected for an interview will be required to visit Yuba Community College District at his/her own expense upon a date selected by the District. Meeting minimum qualifications does not guarantee an interview.</p> <p>FOREIGN TRANSCRIPTS: Include a U.S. evaluation and translation. Contact the Human Resources website for a list of agencies providing foreign transcript services.</p> <p>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.</p> <p>PRE-EMPLOYMENT REQUIREMENTS: Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Code. All prospective employees shall be required to provide verification of TB test.</p> <p>WORKING CONDITIONS: In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.</p> <p>WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, work week, work year; hours of positions within the District may vary.</p>
EEO Statement	As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.