



EL CAMINO COLLEGE

COORDINATOR/SUPERVISOR OF DUAL ENROLLMENT, EARLY COLLEGE & K14 PATHWAYS

Classification: Supervisory Administrator
Salary Range: 24

Retirement Type: PERS*
Revised/Board Approved: October 21, 2024

KEY ROLES/RESPONSIBILITIES

Under direction of an assigned administrator, exercise direct leadership of the areas assigned providing functional supervision over assigned positions. Implement the unit's vision and develop, organize and implement goals and objectives; plan, develop, organize schedule, direct, improve and evaluate assigned programs, services, and activities; and provide oversight, development, and coordination of all elements of the areas assigned, including the dual enrollment program at local high school campuses; implements dual enrollment procedures; and interacts with school site administrators, personnel from multiple school districts, staff from the County Office of Education, and other partners.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

SUPERVISION RECEIVED and EXERCISED

- Receive general direction from an assigned administrator.
- Supervise, motivate, and evaluate the performance of assigned staff, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the assigned reporting level.
- Review and recommend staffing patterns, approve goals and performance objectives for personnel.
- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff as directed.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

I. LEADERSHIP

1. Lead, direct, and manage the planning, development, organization, scheduling, direction, performance, and evaluation of assigned early college initiatives including Career and College Access Pathways (CCAP), Dual Enrollment, K-14 Career Pathways, and Early College Programs (ECP). Articulate a clear vision of assigned areas, including services, applications, and benefits provided. Lead and manage change within assigned department and across the Division as directed.
2. Actively participate in long-range planning, program review, and resource development activities. Promote transparency within and among assigned units or departments.
3. Participate actively in the life of the College, including operational processes and initiatives, by serving on College committees, workgroups, task forces, and councils as assigned.
4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Prepare and implement the department's budget.
5. Enhance innovation and participation in issues related to areas of assignment to ensure ongoing sustainability of the College.
6. Support student learning using a variety of effective instructional methods, educational technologies, and college resources.
7. Be accountable for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for improvement within assigned areas and implement actions to strengthen services to students and the campus community.
8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility, and Anti-racism.
9. Serve as Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

II. FUNCTIONAL RESPONSIBILITIES: *College Level*

1. Work with K-12 partners and College academic divisions to plan, assess, expand, and evaluate the K-14 Career Pathways, CCAP, Dual Enrollment, and Early College Programs. Develop and implement services, strategies, projects, goals, and objectives for each program. Provide technical expertise as directed.
2. Monitor and improve the delivery of services for assigned initiatives. Promote an effective work environment that supports high performance teamwork, continuous improvement, and ongoing sustainability of College resources.
3. Support the fiscal integrity of the College to promote and empower student learning, success, and self-advocacy.

4. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities within areas assigned. Be alert for and effectively manage trouble spots in assigned service areas.
5. Provide timely operational, technical, and functional information to the Department Head, Vice President, and other College administrators, as directed. Interpret routine policies and regulations and recommend appropriate courses of action in unusual and complex circumstances. Demonstrate effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization.
6. Ensure that all programs, services, activities, events, and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, racial, ethnic backgrounds and disabilities of community college students, faculty, and staff.
7. Demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of students.

FUNCTIONAL RESPONSIBILITIES: *Job Level*

1. Support the College's overall enrollment goals by implementing strategies that meet the needs of high school administrators and complies with the College's internal policies and administrative procedures to fulfill objectives, meet timelines, and complete outreach plans for targeted schools and student populations.
2. Ensure that agreements (i.e., CCAPs, Instructional Service Agreements, MOUs) with partnering schools and districts are in accordance with College policies and applicable federal and state laws and regulations. Work with campus partners to review and process contracts and other legal documents to ensure that all contractual requirements are being fulfilled. Bring non-compliant or potentially non-compliant issues to supervisor's immediate attention.
3. Work with faculty and program staff to assist K-12 teachers and counselors develop career pathways into various college programs. Serve as a liaison between partnering school site administrators and the College's division deans to coordinate the implementation and scheduling of dual enrollment course offerings.
4. Manage Early College Programs (ECP). Work collaboratively with interdepartmental design team to schedule, market, and troubleshoot aspects related to ECPs at local high schools. Connect ECP high school staff with campus support programs and services. Oversee student support efforts for ECP students and their families.
5. Facilitate expanding and improving CTE/Dual Enrollment programs, working with CTE divisions and faculty to serve as a liaison with industry. Build marketing and industry partnerships to increase Career Pathways, K-14 Articulation, and high school Dual Enrollment opportunities. Participate in and/or facilitate local and regional professional activities, campus and industry tours, meetings, and potential internships. Support faculty with curriculum efforts. Participate in on-campus, local, and regional committees.
6. Manage efforts with various campus departments and off-campus partners to guide, assist, monitor, and ensure seamless scheduling, enrollment, registration, and continuous support for dual-enrollment students and partners in accordance with internal policies, and in compliance with government rules and regulations. Ensures all paperwork collected is complete and accurate.

7. Interpret and apply grant regulations, policies, and procedures related to K-14 Career Pathways and Early College Programs. Assist in the preparation of reports, as required by grants. Support and document activities through local, regional, state, and federal systems related to Career Pathways, Articulation, and Dual Enrollment.
8. Collaborate with campus departments to promote participation in on/off campus student outreach and recruitment activities related to K-14 Career Pathways/Dual Enrollment, including pre-enrollment advising, application workshops, college presentations, campus tours, campus visit programs, outreach conferences, college fairs, and other support services.
9. Identify and resolve operational problems, administrative issues, and other workflow matters raised by faculty, District administrators, high school administrators, and/or students in the program.
10. Maintain effective communication and ensure timely reciprocal exchange of information with key stakeholders.
11. Recruit, train, and supervise staff and other support workers. Schedule and assign work. Assess performance and provide feedback, guidance, mentoring, or discipline as needed. Approve professional training and development opportunities for staff as appropriate.
12. Monitor status of dual enrollment numbers and overall program effectiveness. Develop and assesses Service Area Outcomes. Identify other appropriate performance/activity metrics and capture and analyze collected data. Use data to make informed decisions. Apprise supervisor of progress toward and attainment of enrollment goals.
13. Coordinate marketing material, recruitment, and outreach activities in collaboration with appropriate College personnel and partnering school site administrators. Promote and encourage dual-enrolled students to matriculate to the College upon high school graduation.
14. Develop and present reports, proposals, speeches, presentations, etc. as needed or as assigned.
15. Establish and maintain appropriate network of professional contacts. Maintain currency on College policies affecting admission, transfer credit, general education, and graduation requirements through participation in professional organizations, conferences, and meetings.

III. RELATIONSHIPS

1. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.
2. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.
3. Work closely with other departments within the Division and across the College to foster and facilitate a seamless student experience and increase student success.
4. Work cooperatively and communicate effectively with College administrators and staff, representatives of State and federal agencies, educational institutions, social service organizations, community representatives, and others to coordinate and implement assigned programs and activities and provide information to others.

5. Attend a variety of administrative and staff meetings related to strategic planning, budget, advisory committees, and other assigned activities; participate in consultation, shared governance, and appropriate advisory committee meetings. Chair committees as assigned.
6. Maintain and encourage effective communication with assigned staff by holding regular staff meetings. Provide timely information to staff about issues, programs, and practices affecting the college, division, and departments.
7. Network with professional colleagues inside and outside of the College. Attend workshops and professional conferences to stay informed of new developments and technologies; serve on a variety of campus, community, and state committees; meet with representatives of business, industry, and local government as appropriate.
8. Participate as an active member of the Department's management team.

IV. ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of assigned managerial, professional, operational, technical, and support personnel; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments; evaluate work products and results, implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college.

Experience: Two (2) years of increasingly responsible related work experience and one (1) year of supervisory experience required.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

DESIRED QUALIFICATIONS

Desirable Education: Bachelor's degree in a related field from an accredited college or university.

Desirable Experience: Three (3) years of full-time work experience in academic affairs, student services, outreach, recruitment, or school relations activities. Two (2) years of supervisory experience in an academic environment.

Knowledge/Areas of Expertise: College Level

- California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the College, as they apply to areas assigned.
- Understanding of higher education principles and practices in community colleges, including the mission of the California Community Colleges.
- Community college organization, operations, policies, and objectives, including specific policies and procedures of El Camino College covering the departments or units supervised.
- Specific needs and interests of community college students.
- Principles of business administration, management, marketing, and record keeping.
- Effective organizational and management practices pertaining to the analysis and evaluation of projects, programs, policies, procedures, department performance metrics, and operational needs.
- Effective fiscal management strategies, including understanding of budget concepts, principles, and practices, and effective budget administration and control.
- Effective financial reporting and record keeping.
- Grant proposal writing and special funding resources applicable to areas supervised.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Effective methods for conflict resolution and crisis management.
- Effective change management principles and practices.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Effective marketing, promotion, and public relations techniques. Preparation, publication, and distribution of informational and promotional materials related to areas assigned.
- Effective written and oral communication skills. Effective interpersonal skills using tact, patience, and courtesy. Effective collaboration, communication, and consensus-building techniques.
- Effective needs assessment methods and project management practices. Effective data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.

- Effective leadership, administration, organizational planning, supervision, training, and analysis techniques applied to the assigned administrative area. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Computer systems and software applications related to areas of assignment, including capabilities and limitations. Modern office practices, procedures, and equipment. Operation of computer, peripherals, and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
- Proficient level operation of a computer and assigned software, including proficient level use of common office software such as: Excel, Access, Word, Outlook, and PowerPoint.
- Technological advancements and their application to the assigned areas of responsibility.

Knowledge/Areas of Expertise: Job Level

- Sensitivity to and understanding of multi-cultural environments.
- Knowledge of outreach methods, recruitment strategies, school relations, and student services.
- Knowledge of admissions policies and procedures.
- Knowledge of student and academic programs, policies, and procedures.
- Knowledge of FERPA requirements.
- Knowledge of applicable sections of the California Education Code.
- Knowledge of safety policies and work practices applicable to the work being performed.
- Knowledge of student information systems.
- Expertise in advising and managing within a higher education setting. Experienced in counseling students.
- Experienced working with multi-cultural perspectives.
- Experienced working in a busy, multi-faceted program or department, preferably in a university or college setting.

Abilities/Skills: College Level

- Represent the College in a manner that reflects a positive image of services and support provided.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Relate effectively to people of varied academic, cultural, and socioeconomic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building. Work effectively and collaboratively in a diverse college environment, as well as within a community college system.
- Establish and maintain cooperative and effective working relationships with others. Listen effectively. Communicate respectfully with people of diverse cultures, languages, abilities, etc. Work effectively with others to build consensus and gain cooperation through discussion and persuasion to achieve common goals.
- Provide effective customer service and end-user satisfaction. Respond promptly to requests and inquiries from the public. Effectively resolve complex problems.
- Work independently with limited administrative oversight and direction. Adhere to ethical

principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving problems.

- Meet assigned schedules and timelines. Effectively manage the stress of working under tight timelines.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
- Travel to meetings and events on and off campus as required. Observe legal and defensive driving practices when operating a motor vehicle on campus or on official business.
- Utilize effective planning and organizational skills. Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
- Administer and control the budget for program areas as assigned.
- Chair and participate in a variety of college committees and work groups as directed.
- Read, understand, interpret, and apply technical and legal information effectively. Analyze, interpret, communicate, and enforce applicable federal, state, and local laws, regulations, rules, policies, administrative data, and related materials. Interpret, apply, and explain rules, regulations, policies, and procedures in a variety of procedural situations for areas assigned.
- Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as assigned. Assist in related research and evaluation activities as required.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Prepare and present effective oral and written reports, press releases, and promotional materials as required. Prepare and deliver effective presentations as requested.
- Utilize effective planning and organizational skills. Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines. Effectively delegate authority and responsibility. Provide guidance and assistance to the functional and operational areas within the assigned Department.
- Utilize effective leadership, counseling, and modeling skills. Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
- Effectively train, direct, supervise, motivate, and evaluate the performance of assigned staff. Facilitate effective staff meetings and group discussions and involve staff in idea generation, goal setting, and decision making.
- Work effectively within a unionized environment.
- Operate a variety of office equipment including a computer. Use automated systems to maintain records, collect data, and generate reports.

Abilities/Skills: Job Level

- Skilled in counseling and/or academic advisement experience.

- Skilled at supervising employees, encouraging ideas, and setting team goals. Skilled at communicating in writing and orally, including public speaking.
- Skilled at conflict resolution and collaborating with others to build consensus. Skilled at working with computer systems and databases.
- Skilled in presentation and public speaking.
- Skilled at learning and implementing new technologies to support effective processes.
- Skilled at handling multiple projects and carrying out required project details. Ability to organize and chair meetings, lead workshops, facilitate group discussions.
- Ability to manage budgets and monitor for variances.
- Ability to maintain detailed records and historical data.
- Ability to analyze situations and adopt an effective course of action. Ability to meet schedules and deadlines.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. May involve working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

** Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*