

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Director I, College Horizons/Cal-SOAP Consortium

DEFINITION

Under direction plans, organizes, and manages the College Horizons advising and academic tutoring program for the California Student Opportunity and Access Program administered by the California Student Aid Commission. Performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Director II, AVID/Cal-SOAP

SUPERVISION OVER

Technical and clerical personnel

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Plans, organizes, and manages the ongoing operations of the Sacramento College Horizons Consortium for the California Student Opportunity and Access Program with schools, districts, colleges and universities, county and/or regional agencies as needed to implement program requirements; designs and coordinates the delivery of a classroom college advising curriculum in selected schools; recruits, hires, trains, and schedules college adviser-tutors and part-time professional college counselors; coordinates tutors between AVID and California Student Opportunity and Access Program needs; establishes and maintains necessary training and/or information sessions for university outreach participants; coordinates the design and management of assessment and program evaluation as specified; develops assessment instruments as needed; maintains accurate records, completes required reports and administers budgets; coordinates contracts with grantors; fulfills the responsibilities of executive officer of advisory board as required; participates in state directors meetings and professional networks as required; establishes and maintains liaisons with universities, school districts, county service agencies, state agencies, and other partners; selects, trains, supervises and evaluates the performance of clerical/technical staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a Bachelor's degree; progressively responsible experience in college advising and in providing tutor training and teacher professional development programs for college counselors; successful administrative experience in the design and administration of a college guidance curriculum which supports, supplements, and enhances existing student support systems at school sites; experience speaking to middle and high school students and their parents; experience in working in schools as an outside agent; experience working in a county office of education is preferred; AVID Summer Institute and Regional Director training is desirable.

Knowledge of:

Public and private colleges and universities college admission procedures, financial aid policies and procedures, college entrance test (ACT/SAT) practices and student preparation strategies; AVID (Advancement Via Individual Determination) teaching methodologies, curriculum, and program requirements; instructional support services.

Skill and Ability to:

Plan, implement, assess, and evaluate the College Horizons program; develop program goals, set priorities, monitor expenditures, and evaluate projects/programs; select, train, and supervise staff; communicate effectively in developing and maintaining positive working relationships with administrators, teachers, counselors, university outreach staff, college student tutors, and the middle and high school student program participants.

Approved by the Personnel Commission 6/19/96