

# **Sacramento County Office of Education Job Description**

## **Classification Title: Director, Cal-SOAP Consortium**

### **DEFINITION**

Under direction plans, organizes, and manages the college and financial aid advising and academic tutoring program for the Sacramento Consortium of the California Student Opportunity and Access Program (Cal-SOAP) administered by the California Student Aid Commission (CSAC). Performs other duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Assistant Superintendent, Educational Services or designee

### **SUPERVISION OVER**

Professional, technical, and clerical staff as assigned

### **DUTIES AND RESPONSIBILITIES**

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Plans, organizes, and manages the ongoing operations of the Sacramento Consortium for the California Student Opportunity and Access Program (Cal-SOAP) in collaboration with schools, districts, colleges and universities, county and/or regional agencies as needed to implement program requirements; ensures program is implemented in accordance with Cal-SOAP mission, law, policies, and requirements; designs and coordinates the delivery of a classroom college advising curriculum in selected schools; oversees the recruitment, hiring, training, and placement of college advisers, tutors, and part-time professional college counselors; establishes and maintains necessary training and/or information sessions for university outreach participants; coordinates the design and management of assessment and program evaluation; develops assessment instruments as needed; maintains accurate records, completes required reports, and administers budgets; prepares and submits grant applications and reports; coordinates contracts with grantors; prepares Cal-SOAP annual program plan; fulfills the responsibilities as a member of the Consortium Governing Board; plans content and agenda for Consortium Governing Board meetings; 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; supports access to scholarships and financial aid; 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 working in schools as an outside agent.

#### **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; instructional support services; hiring procedures and practices; principles of supervision; standard software applications.

#### **Skill and Ability to:**

Plan, implement, assess, and evaluate the Cal-SOAP program; develop program goals, set priorities, monitor expenditures, and evaluate projects/programs; select, train, and supervise staff; present verbal information effectively to individuals and groups; 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.

Revisions approved by Personnel Commission 9/10/19  
Revisions approved by Personnel Commission 11/13/12  
Former title: Director I, College Horizons/Cal-SOAP Consortium  
Approved by the Personnel Commission 6/19/96