

**Mt. SAN ANTONIO COLLEGE
JOB DESCRIPTION**

Job Title	Supervisor, High School Program	Range:	90
Date Revised	May 25, 2004	Date Approved:	

PRIMARY PURPOSE:

Under the general direction of the Assistant Director, Basic Skills and Special Programs, coordinates all aspects of the High School Referral and Adult Diploma Programs.

Essential Functions

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Act as liaison between instructional staff and the Assistant Director, Basic Skills and Special Programs
2.	Provide in-service training for all instructional staff (including tutors)
3.	Schedule high school instructional and classified staff
4.	Supervise classified high school staff
5.	Research and implement new methodologies to meet the diverse needs of Basic Skills students
6.	Identify new sources of funding and write proposals
7.	Implement non-credit matriculation projects in relation to High School Programs
8.	Act as liaison between the College and the K-12 Districts to support the High School Referral Program
9.	Update and revise curriculum as necessary
10.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
11.	Performs related duties as assigned

WORKING RELATIONSHIPS:

The Supervisor, High School Program maintains frequent contact with faculty, staff, students, parents, various departments, the community and outside agencies.

EDUCATION AND EXPERIENCE:

Bachelor's Degree preferred; AA or AS Degree required **and** 2 (two) years experience teaching and/or supervising basic skills related areas

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KNOWLEDGE, SKILLS AND ABILITIES:**Knowledge of:**

- Emerging models for the development of teamwork and continuous improvement processes
- Basic skills teaching methodologies and delivery modes
- Federal, state and district requirements for adult basic education basic skills funding
- Materials and new technologies to support basic skills learning and teaching
- Proper testing procedures
- Preparation, application and implementation of Individual Education Plans
- Curriculum preparation and implementation
- Grant writing and research
- Organization, operations, policies and objectives of the College
- California State K-12 Content Standards
- Applicable sections of State Education Code and other applicable laws
- Operate personal and/or mainframe computers
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Various computer software applications

Ability to:

- Recommend continuous improvement projects related to basic skills learner needs
- Work effectively with Basic Skills and Special Programs staff to support the teaching and learning environment
- Work with high school students
- Implement support services targeting specific populations
- Operate a variety of office equipment, including computers
- Interpret, apply and explain rules, regulations, policies and procedures
- Compile, organize, and analyze statistical data
- Work confidentially with discretion
- Work with a diverse student population
- Plan, organize and prioritize work
- Meet schedules and time lines
- Work independently with little direction
- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Establish and maintain effective working relationships with others

WORKING CONDITIONS:

College work environment; may require walking or driving to other locations on campus or in the community to supervise a specific program; work in a team environment.