

MT. SAN ANTONIO COLLEGE**Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS******This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Director, Rising ScholarsDepartment: CounselingTime (FTE): 100% Term (months/year): 12 mos.Work Schedule (Days, Hours): Monday-Friday 8:00am - 5:00pm, evenings and weekends as neededSalary Schedule (Range): M-09Background and Rationale (use back of form if additional space is needed): This position has been approved by the New Resource Allocation (NRA) processto fulfill our grant and state initiatives to serve formerly incarcerated students. The Director positionwill implement success strategies and monitor a cohort of students to ensurea successful transition to Mt. SAC and beyond.Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). N/APlease list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000-514300-215000-631000-2100 100 % Amount \$ 158,172

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____ Amount shows salary projection including benefits

Signatures:1. Requesting Manager Signature [Signature] 9.27.21
Date _____2. Division Vice President Signature [Signature] 9.27.21
Date _____3. Chief Compliance/Budget Officer Signature [Signature] 10/01/2021
Date _____

4. Human Resources Signature _____ Date _____

5. Vice President, Human Resources [Signature] 11/19/21
Date _____☒ Funding available ☐ Funding not available Position Number: MC9899 Contract Number: _____Comments: The position was approved from NRA Phase 13.**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO [Signature] November 23, 2021
Date _____☐ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
Reason for vacancy: _____
(Attach **Existing** Job Description)☒ Newly Funded Position Fiscal Year 2021-22☒ No Existing Job Description
(Attach Draft of **New** Job Description)☐ Classified ☐ Confidential
☐ Supervisory ☒ Administrative****For Temporary Special Project Administrators only**☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: NRA Phase 13 PC approval 8.12.2021

2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: Student Services Division

To Be Completed By Departments								
Priority Number	Division	Department-Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)
Critical	DREAM	513200/ Dario Fernandez	Educational Advisor (A-95)	Due to the unique challenges faced by Dream students, an educational advisor position is necessary to assist students in navigating the completion of requirements to follow an educational plan, to graduate and to transfer.		x	\$ 109,154	
Critical	Rising Scholars	380729/ Victor Rojas	Director (M-09)	Ongoing funding for program director to provide oversight of all program aspects including but not limited to budget, recruitment, hiring, staff supervision and evaluation, reporting, programming, and partnership development.		x	\$ 159,398	

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Priority Number	Division	Department- Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total Requested	PIE Page (s)
Critical	Counseling	510000/ Francisco Dorame	Project Coordinator (A95)	Request is for ONE project/program coordinator (A-95) for EAB Navigate assigned to Counseling. To create two new positions to work between the Business Analyst, Student Services, and Instruction. The two positions will serve as "boots on the ground" for the EAB Navigate system working with Departments and Programs to ensure usage and services are being utilized effectively and efficiently. Both positions will serve as trainers, support staff, and "air traffic controllers" assisting the Business Analyst identify problems, solutions, and messaging.		x	\$ 109,737	
Critical	Reach	504150/Jeze Lopez	F/T Life Skills Specialist (A-79)	Request for a new position of Life Skills Specialist. Foster Youth students require a higher level of interventions when compared to Non-Foster Youth students due to their lack of family support and basic life skills knowledge. A Life Skills Specialist will develop life skills curriculum, coordinate, and teach life skills workshops for REACH students both in a group setting and individually. This employee will also work with external facilitators to facilitate classes and maintain a detailed schedule of workshops.		x	\$ 95,242	
Critical	Reach	504150/Jeze Lopez	F/T Administrative Specialist III (A-81)	The REACH program has not only increased in the number of students served, but it has also increased the variety of services offered to students. Therefore, the workload and complexity of services requires administrative support for the program. In addition to standard administrative processes, the REACH program utilizes a high touch case management model that requires the tracking of weekly interventions and communication with students. This position would allow the program to receive additional support in maintaining an accurate and up to date log of student contacts and needs, in order to create a timely service delivery and keep students engaged throughout the semester. Foster Youth typically are harder to engage throughout the semester and instead seek services only reactively once it is often to late. For example, reaching out to get help with tutoring after midterms instead of earlier in the semester.		x	\$ 97,732	

DIRECTOR, RISING SCHOLARS

DEFINITION

Under general direction plans, organizes, manages and provides administrative direction and oversight for all functions and activities of the special program, including ensuring program compliance with College and grant guidelines and regulations, budget management, and program progress reporting; develops and implements program services as described in grant goals and objectives. This position seeks to improve diversity, equity, and inclusion efforts programmatically and institutionally. Acts as liaison with Probation Departments, Parole Offices, Public Defenders Office, Rising Scholars Network, College Student Services programs, community organizations, and other universities and colleges to enhance services provided to program participants

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercises direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Director classification that oversees, directs, and participates in all activities of the Rising Scholars program under the Counseling Department, including planning and development and administration of departmental policies, procedures, and services. This class provides assistance in a variety of administrative, coordinative, analytical, equity, and liaison capacities. Responsibilities include coordinating the activities of the program with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the program. Successful performance of the work requires knowledge of education policy and College functions, activities, and the ability to develop, oversee and implement projects and programs in a variety of areas. In addition to having a good understanding of program administration, this position must be knowledgeable of student services, counseling functions, instructional strategies, and be able to implement services for eligible participants as detailed in the grant proposals. This class is distinguished from the Dean, Counseling in that the latter oversees the programming and administration of the College's entire Counseling Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Directs, plans, and organizes the daily functions, operations, and activities of the special program in concert with College policies and procedures; provides policy guidance and interpretation; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
2. Directs, develops, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the program; establishes, within College policy, appropriate budget, service, and staffing levels; assist the institution to identify diversity, equity, and inclusion practices for formerly incarcerated students.
3. Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends, within program policy, appropriate service levels and resources; recommends and administers policies and procedures.
4. Participates in the development, administration, and oversight of the program budget; monitors program expenditures to ensure compliance with established laws and regulations, as well as, funding requirements.

5. Develops and standardizes equitable procedures and methods to improve and continuously monitor the efficiency and effectiveness of the assigned program, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the assigned manager.
6. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects; prepares all required College reports and responds to requests for information from the College administration; advises, provides guidance, and prepares and delivers presentations on issues pertaining to formerly incarcerated and system-impacted students.
7. Collaborates and coordinates program activities and strategies with other College departments, programs, and staff within Student Services.
8. Develops and implements annual recruitment and publicity plan; conducts evaluation studies and prepares annual and progress reports to the Vice President, Student Services, as well as, College administrators and partners.
9. Establishes and maintains relationships with Probation Departments, Parole Offices, Public Defenders Office, Rising Scholars Network, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities.
10. Develops and maintains diverse, equity, and inclusion student-monitoring system to ensure compliance with program eligibility standards; initiates, oversees, and directs the collection of student data to measure and evaluate student success, including retention and persistence rates, passing rates, academic achievement scores, and College entrance information.
11. Develops grant proposals that meet funding agency requirements and priorities, including writing the grant narrative and completing all required forms and documents; establishes and maintains contacts with funding agency personnel and potential grant partners.
12. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
13. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
14. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies; attends College mandated DHR training and participates in DHR investigations as directed; assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to the Director, Equal Employment Opportunity Programs in Human Resources and other appropriate authority as necessary.
15. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Diversity, equity-focused, and inclusion focused principles, practices, and strategies related to access efforts focused on the recruitment and enrollment of new students.
2. Intervention strategies, programmatic components, and service delivery related to the onboarding of new students to the college and specialized efforts designed to assist and retain students in program.
3. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
4. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.

5. Principles and practices of grant funding, including techniques and methods of researching grant opportunities, identifying state, federal, private, and corporate grant funding organizations, securing and maintaining funding from external agencies, and complying with reporting requirements.
6. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
7. Goals, requirements, principles, and regulations related to the grant funding, statewide initiatives, and programs.
8. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
9. The provision of specialized support services for student populations specified in the special program.
10. Research and reporting methods techniques and procedures for the development of presentations, business correspondence, and information distribution.
11. Principles and procedures of record keeping, modern office practices, methods, and computer equipment and applications.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socioeconomic and ethnic groups.

Skills & Abilities to:

1. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas with diversity, equity, and inclusion focus.
2. Provide administrative and professional leadership and direction for assigned program.
3. Prepare and administer budgets; allocate limited resources in a cost effective manner.
4. Research, apply for, and manage grant funding.
5. Effectively administer a variety of special program projects, events, and administrative activities.
6. Effectively work with students of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
8. Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
9. Select, motivate, and evaluate the work of staff and train staff in work procedures.
10. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
11. Effectively represent the College and the program in meetings with various educational, business, professional, regulatory, and legislative organizations.
12. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
13. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
14. Establish and maintain a variety of filing, record keeping, and tracking systems.
15. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
16. Operate modern office equipment including computer equipment and specialized software applications programs.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions.
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Master's degree from a regionally accredited college or university in a related field of education and a minimum of two (2) years of management and/or administrative experience in developing, implementing, and managing a program or program for formerly incarcerated and system impacted student population. Documented successful experience working with low income, first generation, and ethnically diverse youth and students.

Preferred:

Experience serving as a coordinator, supervisor, assistant director, or director level in student services or formerly incarcerated and system impacted student programs.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in persona and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.