

Humboldt County Office of Education
Higher Education Pathways Program Manager
Management



Chris Hartley, Ed.D.
Superintendent

Position Summary:

Under the general direction of the Assistant Superintendent of Educational Services, the Higher Education Pathways Program Manager acts as the college access and financial aid awareness intersegmental bridge across K-12 schools and higher education institutions to enhance outreach, reduce duplication of services, and streamline service delivery to youth, educators, and the community. The Higher Education Pathways Program Manager also serves as the Northcoast Cal-SOAP Director to plan, organize, and manage the Cal-SOAP program serving middle and high school students in Humboldt and Del Norte Counties.

Examples of Duties and Responsibilities

Establishes and maintains liaisons with universities, school districts, public and private local organizations, state agencies, and other partners to coordinate outreach efforts by post-secondary institutions and financial aid offices. Plans, organizes, and manages the ongoing operations, activities, and services of the Northcoast California Student Opportunity and Access Program (Cal-SOAP) and ensures the program is implemented in accordance with Cal-SOAP, California Student Aid Commission (CSAC), and HCOE mission, law, policies, and requirements; responsible for maintaining and informing the Consortium Governing Board; participates in state directors' meetings and professional networks as required; oversees the recruitment, hiring, training, placement, and evaluation of assigned program staff, college student advisers/tutors and Hoopa and Del Norte subcontracted Cal-SOAP site coordinators; develops assessment instruments as needed; maintains accurate records; completes required reports and administers budgets; prepares and submits grants and program plans; coordinates contracts with grantors; actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities, recommends new procedures and changes in existing procedures governing the implementation/management of the program; serves as a member of Leadership Council, and performs other duties as assigned.

Employment Standards

Education and Experience

Bachelors or advanced degree in education, non-profit management, communications, or other job-related field; experience in educational, financial or youth-serving enterprise and a minimum of five (5) years progressively responsible experience demonstrating skill in organizing, coordinating, and/or supervising the work of other professionals. Experience in previous positions which have required public speaking, public relations, and coordinating large-scale events is also required. Successful grant writing or grant management, including budget management, and experience in working with high schools and colleges are highly desirable.

Knowledge of:

- Post-secondary recruitment strategies and financial aid resources.
- Community and statewide networking.
- Effective program management including budget development, management and proper accounting.
- Appropriate staff supervision and evaluation techniques.
- Board development and relations.
- Event planning and execution including training programs, workshops, conferences and celebrations.

Ability to:

- Manage multiple priorities.
- Develop program goals.
- Set priorities and evaluate progress.
- Select, train, and supervise staff.
- Solicit additional funding and manage budgets.
- Make public presentations to small and large groups.
- Effectively meet established deadlines and schedules.
- Deal with high stress situations in a calm and tactful manner.
- Build critical relationships with school staff, community members, agency representatives, college recruiters and staff, and other HCOE department personnel.
- Collaborate with DoD College and Career Impact Team, local colleges, and community agencies to promote college, career, and financial aid awareness in the region.
- Coordinate opportunities for all local college access programs to share best practices and avoid duplication of services.
- Develop and oversee the delivery of an academic tutoring program and college advising curriculum.
- Establish procedures, processes, policies, and forms for the program and data collection.
- Promote understanding of Cal-SOAP within the community and via the media.
- Prepare annual program plans and quarterly reports, as necessary.

Physical Requirements *(Consideration will be given to reasonable accommodation for the following physical requirements.)*

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and phone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the phone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

Additional Requirements:

The Higher Education Pathways Coordinator provides services in the office, as well as, in various sites throughout Humboldt and Del Norte Counties, sometimes serving multiple sites in a single workday. Public speaking skills, problem solving, leadership ability, the ability to communicate effectively, the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position. Some times during the year (early fall and early second semester) requires a few Saturday calendared activities in addition to M-F work schedule and range placement on salary schedule reflects this unusual programmatic requirement.

Individuals who serve as management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.