



# **PALO VERDE COMMUNITY COLLEGE DISTRICT**

## **Rising Scholar Director**

### **NATURE OF THE POSITION**

Under the direction of the Dean of Instruction, or designee, the Rising Scholar Director organizes and directs all operations related to supporting Rising Scholars program and develops a support structure for justice-impacted students who are part of our learning community. Collaborates with partners to remove barriers and improve student success through connections to academic support and resources; directs student support teams to foster a sense of belonging and creates a welcoming and inclusive educational environment. The Rising Scholar Director will develop, implement, and evaluate program initiatives that facilitate access to educational resources and support services to enhance student success; maintain currency regarding emerging strategies, best practices, and local, state, and federal policies related to justice-impacted students.

### **DUTIES AND RESPONSIBILITIES**

1. Designs, implements, and directs the Rising Scholar Program, ensuring alignment with institutional goals and applicable regulations.
2. Oversees and manages instructional services agreements; serves as liaison with California Department of Corrections and Rehabilitation (CDCR) facilities regarding the day-to-day delivery of instruction to Rising Scholars, including but not limited to scheduling and staffing courses, and course material management and delivery.
3. Coordinates with Instruction and Student Services on enrollment, retention, timelines, schedules, and support services.
4. Reviews and analyzes data to monitor the effectiveness of services and programs; recommends and implements program improvements.
5. Provides leadership, trains, supervises, and evaluates the performance of assigned personnel; interviews and recommends employees for selection, transfers, reassignment, disciplinary actions, and termination; identifies and encourages professional development programs for assigned personnel.
6. Coordinates, develops, and submits course schedules for Rising Scholar programs.
7. Develops and implements short-term and long-term goals and initiatives for Rising Scholar programs.
8. Leads the Palo Verde College Rising Scholars committee and works closely with stakeholders, ensuring effective and timely communication.
9. Works with Division Chairs in scheduling and staffing course sections, and helps to onboard, orient, and support faculty teaching in the Rising Scholars program.

10. Develops and implements marketing strategies to promote assigned programs, projects, and services; plans and directs assigned program workshops, presentations, information sessions, and events.
11. Establishes and maintains effective relationships with CDCR and District leadership and staff.
12. Calculates and reviews teaching assignments and workloads.
13. Monitors and accurately interprets, explains, implements, and articulates compliance with all District, State, and Federal standards, requirements, laws, codes, rules, regulations, and policies; ensures assigned programs and activities comply with those provisions.
14. Plans, organizes, prepares, and directs the preparation and maintenance of a variety of narrative and statistical reports, records, program review, and files related to assigned activities and personnel.
15. Develops and manages annual operating budget for Rising Scholars program and services.
16. Ensures principles of equity, diversity, inclusion and belonging are incorporated into all aspects of the Rising Scholars program.
17. 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.
18. Travels to off-site locations.
19. Oversees, leads, and provides high-level customer service; utilizes critical thinking, decision making, and problem-solving skills with tact and diplomacy.
20. Serves as contact and respond to requests for information from staff, other agencies, and the general public regarding project or program area of assignment; participates in community outreach and education activities
21. Operate a variety of office equipment including a computer and assigned software; type and input data accurately; oversee automated record-keeping and reporting functions related to assigned programs and functions; learn and applies emerging technologies.
22. Maintains association with relevant professional organizations and activities and awareness; attends conferences, trainings, and workshops related to assigned area; participates in District committees and commitment to shared governance
23. Creates a welcoming and inclusive work and educational environment; implements, supports, initiates, and participates in activities to increase the diversity, equity, and promotes a culture of inclusiveness, respect, and belonging; serves as an advocate of diversity, equity, inclusion, accessibility, and culture.
24. Performs other duties as assigned.

### **KNOWLEDGE. AND ABILITIES**

#### **KNOWLEDGE OF:**

1. Planning, organization, and direction of the operations and activities of the Rising Scholar program.
2. Rising Scholar program goals, objectives, and outcomes.
3. Current Education Code, Title 5, and regulations impacting Rising Scholars.
4. Oral and written communication skills.
5. Principles and practices of supervision, and training.
6. Community relations and outreach techniques.
7. Applicable laws, codes, regulations, policies, and procedures.

8. Interpersonal skills using tact, patience, and courtesy.
9. Operation of a computer and assigned software.
10. Budget preparation and control.
11. Resources serving the needs of targeted populations.
12. Data analysis and record keeping techniques.
13. The needs of historically underrepresented and disproportionately impacted students in higher education, and more specifically just-impacted students.

#### ABILITY TO:

1. Plan, organize, and direct the operations of Rising Scholar programs.
2. Work in cooperation with various departments.
3. Prepare comprehensive reports.
4. Analyze situations accurately and adopt effective course of action.
5. Organize, coordinate, and oversee office activities.
6. Coordinate resources and personnel to meet district needs and enhance student success.
7. Interpret, apply, explain laws, regulations, policies, and procedures.
8. Compile and prepare comprehensive reports and correspondence.
9. Work effectively under pressure with multiple responsibilities and projects.
10. Work independently with little direction.
11. Participate in the development and administration of policies and procedures.
12. Communicate effectively both orally and in writing.
13. Advocate successfully for the needs of Rising Scholars throughout the College community.
14. Apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all students.
15. Conduct complex research projects, evaluate alternatives, make sound recommendations.
16. Adapt to changing technologies and learn functionality of new equipment and systems.

#### **MINIMUM QUALIFICATIONS**

1. Masters degree from an accredited college or university or the equivalent.
2. Two (2) years of related experience with program management or in a related position.
3. Prior experience working with currently or formerly incarcerated students.
4. Must be able to satisfy CDCR clearance guidelines.
5. Exemplary written, oral, and personal communication skills.
6. Sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, gender identity, sexual orientation, disability, and socio-economic backgrounds of students, faculty, administrators, and personnel.

#### **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

1. Ability to hold and maintain a valid driver's license.

#### **PREFERED QUALIFICATIONS**

1. Prior experience at a community college.
2. Experience launching new initiatives and programs.

3. Understanding of the principles of Guided Pathways.
4. Documented experience with Rising Scholar population or equivalent initiative
5. Knowledge of CDCR system policies, California Education Code, Title 5, Chancellor's Office Administrative Procedures, and other legal parameters that affect the policies of student success programs.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without reasonable accommodation.
3. This position conducts routine visits to all service locations, including California Department of Corrections and Rehabilitation (CDCR) facilities, Palo Verde College's Needles Center, and local high schools.

### **CLASSIFICATION/SALARY**

1. This is a 12 month Classified Management position.
2. Row 5 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The district offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.
4. The position is contingent upon continued categorical funding.

### **PALO VERDE COMMUNITY COLLEGE DISTRICT**

*Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the district is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation*