

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT SUPPORT SERVICES/UPWARD BOUND LEARNING SPECIALIST

BASIC FUNCTION:

Under the direction of the Student Support Services/Upward Bound Director, assist in the planning, development, coordination and implementation of the Student Support Services and Upward Bound Programs daily support activities, including student selection, assessment and eligibility determination; coordination and implementation of program components for low-income and first-generation program participants.

REPRESENTATIVE DUTIES:

Assist in the development, implementation and monitoring of the academic components, including curriculum for weekly resource sessions and Saturday Enrichment Academies. (E)

Assist with research and preparation of U.S.Department of Education funding proposals and annual performance reports, and any other reports required by Yuba Community College and target schools; participate in the evaluation of program effectiveness; prepare necessary reports. (E)

Establish and maintain contacts with college faculty and staff, as well as outside agencies such as JTPA, Migrant Education and target schools personnel; explain and market program services to students, parents, staff, other schools and community agencies. (E)

Assist in the development and implementation of student eligibility and selection criteria forms, brochures and processes and tracking mechanisms, including participant rosters. (E)

Assist in planning, coordinating and implementing of services to recruit and retain program participants; review and analyze applications and make decisions regarding eligibility status; develop and maintain rapport with the participant's parent(s)/guardian(s). (E)

Assist in the selection, administration and interpretation of all student assessment instruments. Coordinate testing; assist students in completing forms; arrange testing as necessary. (E)

Develop an Education Plan with each participant; review Educational Plan with participants and parent(s)/guardian(s), monitor adherence to the plan, make necessary modifications, conduct quarterly reviews and discussion, ensuring required services are provided to achieve Educational Plan goals. (E)

Plan coordinate, implement and lead tutoring services at each participating school site, in conjunction with high school staff, to include the recruitment, hiring, training, supervision and evaluation of student tutors. (E)

Develop and implement student tutoring tracking systems, including tutor logs and time sheets and a collection process. (E)

Coordinate and lead weekly resources sessions and Saturday Academies in conjunction with high school staff. (E)

Collect quarterly high school grade reports for each participant; compile and disseminate academic records; assess, track and measure progress, meeting with target school teachers and counselors to discuss participant progress; coordinate weekly visits with the target school counselor during the academic year. (E)

Plan, coordinate and monitor educational workshops and field trips in conjunction with appropriate college departments. (E)

Participate in the monitoring of the allocation and expenditure of funds for tutoring. (E)

Consult with faculty and/or other appropriate staff regarding appropriate placement of students, monitor student progress and provide tutor assistance as needed. (E)

Provide personal, financial, academic, career and vocation advice to program students as necessary. (E)

Write, edit and distribute newsletters regarding programs' services, outcomes and achievement to be distributed to students, staff and agencies as appropriate. (E)

Participate in a variety of related advisory committees; participate in a variety of related on and off campus meetings; attend related professional meetings and workshops as approved. (E)

Coordinate and direct daily support services on and off-campus for low-income, first generation college students and interact with local area high schools personnel. (E)

Maintain current knowledge of rules, regulations and guidelines related to the programs; assure compliance with rules and regulations; analyze new or proposed legislation for possible impact on the programs.

Perform related duties as assigned.

KNOWLEDGE OF:

Oral and written communication skills.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

Use of personal computers and software applications.

Guidelines, goals and objectives of any TRIO programs, such as Upward Bound and Student Support Services.

Methods and practices of record keeping and reporting.

Outreach recruitment and interviewing techniques for program participants.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Learn college organization, operations, procedures and objectives.

Analyze, interpret, apply and explain policies and procedures.

Learn and interpret laws, rules, regulations and policies related to TRIO programs.

Interview effectively and obtain relevant facts.

Make presentations to groups.

Relate to students from various cultural backgrounds of the community.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Train and provide work direction to others.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in liberal studies, social services, psychology or closely related field and two years of experience in development, application, and analysis of assessment instruments and diagnostic tests, OR support projects for educationally and economically disadvantaged students in a college student services program or in programs leading to a college education, OR demonstrated ability to hire, train, and lead tutors and residential advisors.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

Constant interruptions

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations

Seeing to read a variety of materials

Dexterity of hands and fingers to operate a computer keyboard

Sitting for extended periods of time

Lifting light objects