

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TECH PREP PROGRAM ASSISTANT

BASIC FUNCTION:

Under the direction of Vice President of Instruction assist with development, organization, coordination, and implementation of the Tech Prep program by assisting in the planning, monitoring, and facilitating program activities; and working closely with secondary/post secondary school sites, ROP career centers, business and industry, and Yuba College.

REPRESENTATIVE DUTIES:

Provide direct program support to administrators, faculty, staff, and students. (E)

Facilitate the enrollment process for students; schedule school site visits, provide information classroom presentations, insure completion of enrollment forms. (E)

Facilitate the articulation process for instructors, schedule faculty meetings, clarify program objectives, insure completion of course articulation forms, secure necessary documentation. (E)

Consult with faculty and Articulation Officer in curricula review for Tech Prep/Two Plus Two consistency and articulation applicability. Secure necessary signatures, compile necessary documentation, and update forms and procedures as needed. (E)

Maintain and audit articulation files and student database in order to identify and track 2 + 2 students. (E)

Provide data reports on program accountability and assemble reports for grant requirements as requested. (E)

Document, prepare and distribute Certificates of Completion for students enrolled in program. (E)

Assist with the planning and coordination of workshops, conferences and articulation meetings. (E)

Provide training and work direction to student and hourly employees as assigned. (E)

Evaluate services to insure continued program development and successful student completion. (E)

Communicate articulation operational policies and procedures to all parties. (E)

KNOWLEDGE OF:

Oral and written communication skills.

Computer applications and techniques.

Principles and practices of program development, implementation and assessment.

Advising techniques.

District organization, operations, policies, and objectives.

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

Interpersonal skills using tact, patience and courtesy.

Public speaking techniques.

Tech Prep/school to career concepts, goals, and objectives.

College instructional programs.

Curriculum development process.

Record-keeping techniques.

ABILITY TO:

Interpret and apply applicable concepts and objectives of Tech Prep/school to career programs.

Effectively promote Vocation Education programs.

Access and use data in student database.

Work independently with little direction.

Establish and maintain cooperative and effective work relationships with a variety of individuals and groups.

Plan, organize, and prioritize work.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Work confidentially with discretion.

Perform computerized data management functions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor's degree and two years of experience in program management and development, preferably in an educational setting.

ENVIRONMENT:

Office environment.

Drive a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

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Bending, kneeling or crouching.

Drive a vehicle to conduct work.