

## San Jose · Evergreen Community College District Supervisor Job Description

**Position:** Supervisor, Si Se Puede Program

**Department:** Student Affairs

**College:** San Jose City College

**Date:** 12/13/2023

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### POSITION PURPOSE

Reporting to the Dean of Academic Success & Student Equity or assigned administrator, the Supervisor of the Si Se Puede Program coordinates, organizes, supervises and implements the Si Se Puede grant in order to promote student retention, persistence and success. The purpose of the grant-funded position is to build and expand the college's capacity to serve Latinx, low income, and first-generation students.

### NATURE and SCOPE

The Supervisor of the Si Se Puede Program is responsible for developing, managing and implementing the Si Se Puede grant funded program, which is designed to assist low-income, first generation, and disadvantaged students in reaching their educational goals. The Supervisor performs a variety of tasks relative to the grant project including grant reports, activities, proposals, program and budget management, first-year experience (FYE) management, and provides direction and leadership to ensure compliance with District policies and applicable state and federal regulations related to the grant services and responsibilities.

### KEY DUTIES and RESPONSIBILITIES

1. Coordinate and oversee the Si Se Puede program and its day-to-day activities, ensuring compliance with federal regulations, guidelines and policies.
2. Develop and implement culturally competent methods and strategies to serve underrepresented students and ensure a student-centered inclusive environment. Assure equal access to program services for all eligible students.
3. Develop, implement and manage the program budget, carrying out expenditure of project funds according to fiscal guidelines.
4. Prepare grant-funded proposals and monitors outcomes for grant awards. Develop and submit program objectives, plan of operations, and project budgets along with grant proposals.
5. Monitor program compliance with Title V grant and other regulations.
6. Act as liaison between the college and K-12 educational institutions to recruit eligible students into the SI Se Puede program.
7. Inform students of program guidelines and policies, monitor enrollment and registration; respond to and resolve conflict.
8. Design, implement, and maintain systems for the timely and accurate recording and reporting of program information and grant objectives.
9. Maintain records and develop reports concerning the program and its effectiveness within the campus community and beyond. Research and compile demographic and statistical data

related to program participants, city, county and general student populations.

10. Collaborate with campus constituencies to coordinate the development and delivery of Dual Enrollment Courses, Path to Math & Career and Life Planning Summer Bridges, FYE, and Honors & Guided Pathway courses.
11. Collaborate with campus constituencies to coordinate the development and delivery of mental wellness sessions w/FYE, academic and professional mentoring workshops.
12. Participate and promote evidence-based professional learning experiences for students and employees.
13. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, and discipline personnel according to established policies and procedures.
14. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Principles and practices of community college administration.
2. Pertinent Federal, State and local laws, codes and regulations
3. Principles and practices of program development and implementation.
4. Grant proposal writing and submission procedures.
5. Community demographics including the needs of low-income and disadvantaged students, age appropriate career development, and community resources.
6. Culturally responsive, research-based pedagogical and student service strategies to enhance student learning and improve student retention.
7. Retention strategies to serve first-generation low-income students.
8. Working knowledge of teaching, mentoring, and tutoring techniques.
9. Basic operation, services and activities of a retention program.
10. Supervision and evaluations of technical and clerical personnel.
11. Modern office practices and use of office equipment, including computers and software programs.

### **Skills and Abilities to:**

1. Collaborate with administrators and other members of the campus community in preparing schedules for program course and support services.
2. Supervise, organize, train and evaluate the work of technical and clerical personnel.
3. Recommend and implement goals and objectives of the assigned program.

4. Interpret and explain District policies and procedures.
5. Operate office equipment using a variety of software programs.
6. Establish and maintain cooperative-working relationships with those contacted in the course of work.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Work independently with a minimum of supervision.

**Education and Experience:**

1. Bachelor's degree from an accredited institution.
2. Three years of relevant experience in an academic and/or career-advising role, including supervisory or related leadership experience.
3. Experience working with students from economically and educationally disadvantaged backgrounds.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**Desirable Qualifications:**

1. Experience in grant administration.
2. Experience in postsecondary instruction, or counseling/student support services in a college environment.

**Working Conditions:**

1. Typical office environment.

Board Approved: 12/12/2023  
Salary Range: S-115  
EEO-Category: 2B2 – Other Professionals