SCHOOLS OUTREACH COORDINATOR

DEFINITION

Under general direction of instructional administration, plans and performs responsible work in the coordination of the College's outreach efforts to high school, middle school and elementary school general populations.

CLASS CHARACTERISTICS

This single incumbent position is responsible, under the direction of an instructional administrator, for the day-to-day coordination of Cabrillo's outreach efforts to the general high school, middle school and elementary school student population. This class is distinguished from specialized program specialists in that the position does not focus on special needs populations and deals primarily with school administrators and faculty, although it does communicate with students and parents via letters and brochures and campus tours. Successful performance of the work requires both program coordinative skills and written and oral communications skills to ensure that program objectives are met.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates, plans, develops, recommends and implements policies and procedures related to high school, middle school and elementary school outreach
- Coordinates Cabrillo College events and outreach activities with area high schools, middle schools and elementary schools
- Serves as primary liaison between the College and local high school faculty and administrative personnel
- Develops and monitors high school articulation agreements
- Works with college staff, school administrators and faculty to plan, coordinate and implement the outreach program to general high school, middle school and elementary school populations, including events such as high school visitations, campus tours, career days, programs for specific disciplines and countrywide administrators events
- Surveys participants to obtain feedback, analyzes results and makes recommendations to improve or enhance future events
- Interacts with EOPS, DSPS, and Athletics in coordinating outreach efforts; recruits faculty, staff and college students to represent College programs and services for outreach events and activities
- Plans a master calendar of outreach activities to the general high school, middle school and elementary school population;
- Maintains a master calendar of all high school, middle school and elementary school outreach activities which includes outreach to special populations
- Establishes and maintains records with regard to grant applications and management
- Manages high school articulation and outreach budget
- Provides assistance to committees and councils (i.e. High School Articulation Council);
- Trains and directs the work of temporary and student workers
- May attend conferences, meetings, and workshops, as appropriate
- Prepares promotional materials, correspondence, reports, applications, minutes and other written materials related to high school outreach and high school articulation
- Performs a variety of standardized office support work, including typing, word processing, filing, answering inquiries, arranging for meetings, maintaining forms and supplies, and operating standard office equipment
- Performs related duties as required.
QUALIFICATIONS

Knowledge of:

- Program planning, development, implementation, and coordination
- Basic goals and functions of an educational institution
- Outreach procedures and practices
- Budget management and California state regulations relating to high school articulation
- Computer applications related to the work, including database applications and word processing
- Standard office practices and procedures, including filing and the operation of standard office equipment

Skill in:

- Planning, organizing and carrying out events and activities
- Maintaining detailed and accurate records and files
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Preparing reports, correspondence, and other written materials
- Preparing announcements and promotional materials
- Writing and communicating effectively
- Exercising initiative and sound judgment within established guidelines
- Representing the College in meetings with community groups and agencies serving the local high school, middle school and elementary school populations
- Organizing work, attending to details, setting priorities and meeting critical deadlines
- Providing instruction to others in work procedures and directing the work or others on a project or day-to-day basis

Other Requirements:

- Must possess a valid California driver's license
- May be required to work evenings and weekends, based on activity scheduling.

NOTE: Bilingual Spanish language skills desirable.

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

- Possession of an associate degree or higher, and two or more years of program support experience.