

JOB TITLE: PROGRAM MANAGER, TRANSITION TO INDEPENDENT LIVING PROGRAM

PAY RANGE: CS-18

LAST REVISED: FEBRUARY 2023

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under the direction of the Dean of Student Services and the Dean of Career, Continuing & Technical Education, the Program Manager, Transition to Independent Living Program will be responsible to develop, plan, implement and administer the Transition to Independent Living Program (TIL) and train, supervise and evaluate the performance of assigned personnel.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Program Manager must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the district provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

PROGRAM DESCRIPTION

The TIL program will meet an urgent local need to provide adults with intellectual and developmental disabilities (IDD) the opportunity to integrate into the mainstream economy and maintain an independent lifestyle by completing a planned educational pathway and securing employment. Program planning is underway, TIL is a post-secondary educational cohort experience for adults with IDD that provides instruction, training, and support on a community college campus. The program is comprehensive, with curriculum and training that promotes acquisition of the functional, social, and career skills necessary for students to live a productive lifestyle. TIL will work collaboratively with other service providers and employers in the region to provide a seamless pathway from education to employment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Formulate and make recommendations to the college's executive team regarding all aspects of the TIL program, including strategic goals and planning, program priorities, and resource needs. Program goals include intake assessments and progress planning for students with the ultimate goal of gainful employment at the completion of the program.
2. Cultivate relationships with key stakeholders, such as K12 partners, employers and IDD service providers. In consultation with key stakeholders, establish the TIL Program goals and objectives, both short and long term.
3. Serve as liaison for the Program's external partners, including coordinating with Regional Centers throughout the state to ensure continued Program funding.

4. In partnership with employers and external and internal service providers, develop and implement employment placement plan for program participants and completers.
5. Maintain current knowledge of a variety of applicable laws, rules, regulations, and District policies and requirements, including licensing related to students with Autism and intellectual disabilities. Analyze, interpret and appropriately apply to assure compliance.
6. 6. Engage program staff in collaborative processes to achieve goals related to creating a culture of equity and assessment including inquiry, reflection, and ongoing improvement.
7. Serve on college committees, attend meetings and conferences, including making presentations and coordinating activities with external groups (local, state and national level) as required to represent and move towards meeting the goals and objectives of the TIL Program.
8. Work with the Sierra College Foundation in Program fundraising events and activities.
9. Conduct an annual search of and apply for grant opportunities which will benefit the Program.
10. Act as primary contact person in situations that require administrative leadership outside of regular program time.
11. Establish and implement the weekend "On-Call" list of employees.
12. Plan and/or facilitate professional development activities for employers, internal stakeholders and program faculty.
13. Facilitate and organize Program events.
14. Plan objectives within timelines to meet the Program goals.
15. Provide leadership and coordination in the development, implementation and monitoring of all aspects of the Program's instructional goals; assist faculty and staff in the development, implementation, and evaluation of student learning outcomes and other Program instructional performance goals.
16. Work closely with program faculty and the Curriculum Committee to assure compliance with curriculum development and approval requirements.
17. Work closely with Program staff in evaluation activities to assure that the Program is annually assessed for appropriateness, effectiveness and efficiency for both the instructional, community or center based setting and business components of the Program.
18. Ensure implementation of program evaluation system with resulting management reports and corrective action as necessary.
19. Assure that all student records and reports are properly documented, maintained, and filed according to required standards.
20. Work cooperatively with community referral agencies in meeting the student's individual case plan.
21. Maintain health and safety standards in Program areas, including general safety, medical and nutritional programs, universal health precautions, emergency procedures, preventative maintenance, and facility cleanliness.

22. Responsible for inventory of all Program equipment and materials.
23. Facilitate the resolution of staff and student concerns through due process and appropriate Program and District policies and procedures.
24. Orient, train, supervise, advise and annually evaluate the performance of Program staff to assure efficient and effective performance; develop expectations for performance and standards of excellence.
25. Prepare and assure submission of comprehensive reports as necessary for Program needs and requirements.
26. Prepare and maintain the annual budget for the program.
27. Performs other related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Licensing related to students with Autism and intellectual disabilities.
- Principles of business performance assessment; methods and techniques of customized curriculum development and training.
- Current technology, workforce and business trends.
- Marketing concepts, principles, and techniques.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budget preparation and administration.
- Principles and practices of record keeping, data collection, and reporting.
- Pertinent federal, state, and local laws, codes and regulations.
- Methods and techniques of facilitating small group processes for resolving problems and optimizing actions with diverse groups.
- Office procedures, methods and equipment including computers and applicable software.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups.

Ability to:

- Ability to develop rapport with students who have intellectual disabilities.
- Willingness to assist students and promote good relationships.
- Fairness and firmness in performing duties.
- Ability to use tact and good judgment in decisions regarding students.
- Recommend and implement goals, objectives, policies and procedures to achieve project goals.
- Understand the organization and operation of the District and of outside agencies.
- Prepare clear and concise technical reports and program proposals.
- Prepare and administer large and complex budgets.
- Speak in public and make presentations to small and large groups.
- Interact and work effectively with a diverse population utilizing exceptional interpersonal and

intercultural skills.

- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the program.
- Work cooperatively with other departments, officials and agencies.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Approach all duties of the position with an equity-minded perspective that supports and promotes inclusion and diversity.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Operate office equipment including computers and supportive software.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Bachelors Degree in any subject.

Experience:

Three (3) years of increasingly responsible supervisory experience.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

NOTE:

1. Placement on the salary schedule is established at the time of hire.
2. This position is considered exempt from overtime under FLSA (Fair Labor Standards Act)
3. Classification III, Blood borne Pathogens Exposure Control Program apply to this position.