

Position: Manager, Justice Scholars – Categorically Funded*

Grade: 26 (Management Salary Schedule)

** This position is completely funded by the Rising Scholars Network – Juvenile Justice Impacted Students Grant. NOTE: Continuance of this position is contingent upon continued Rising Scholars Network – Juvenile Justice Impacted Students Grant funding.*

Summary

Plans, organizes, manages, and coordinates goals and activities supporting strategic processes, program development, and measurement of performance outcomes of the Rising Scholars Network Juvenile Justice Campus Program; including the coordination, communication, personnel supervision and required reporting to meet the needs and requirements of the grant.

Distinguishing Career Features

Under direct supervision of the Dean of Student Equity and Success, this position manages and directs activities of the Justice Scholars program.

The Rising Scholars Program:

The Rising Scholars Program is part of a network of California Community Colleges committed to serving incarcerated, formerly incarcerated, and other justice-impacted students by providing credit and non-credit educational opportunities in detention facilities and on-campus support for students who have experienced the criminal justice system. Cerritos College partners with the Los Angeles County Department of Probation and the Los Angeles County Office of Education to build strong pathways from incarceration to higher education.

Essential Duties and Responsibilities

- Design and manage the Justice Scholars programming as needed to meet the goals and objectives of the categorical/grant funding requirements.
- Maintain currency in effective advising practices and in multi-faceted incarceration and adult re-entry issues that affect students' educational planning.
- Communicate with student service leadership, administrators, personnel, and outside organizations to exchange information, coordinate courses, activities, meetings, and programs, and resolve course access issues or concerns.
- Interview, select, supervise, and evaluate the performance of assigned personnel in accordance to the collective bargaining agreement and District procedures.
- Assist in classroom management of college courses run at the Los Padrinos Juvenile Hall.

- Establish and maintain relationships with the Los Angeles County Department of Probation, the Los Padrinos Juvenile Hall staff, and Los Angeles County Office of Education, the Rising Scholars Network, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities.
- Collaborate with the Sr. Director of School Programs for the Los Angeles County Probation Department in order to ensure Cerritos College assigned personnel comply with all facility access and training requirements for compliance purposes with external regulatory agencies.
- Develop and standardize equitable procedures and methods to improve and continuously monitor the efficiency and effectiveness of the assigned program, service delivery methods, and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and make recommendations to the assigned administrator.
- Research and analyze program data; prepare comprehensive technical records and reports; implement corrective action as necessary.
- Prepare, review, and present report information updates, and report on special projects; prepare all required College reports and respond to requests for information from the College administration; advise, provide guidance, and prepare and deliver presentations on issues pertaining to formerly incarcerated and system-impacted students.
- Direct and participate in the program/department budget and develops cost effective strategies, including exploring available grant funds for maintaining program services.
- Recruit incarcerated and formerly incarcerated students via outreach to the community and business sector and the current Cerritos College student population.
- Collaborate with multi-agency and facilities staff to facilitate enrollment in classes inside Los Padrinos Juvenile Hall and the recruitment or continued support of individuals upon release.
- Work directly with prospective and current students who are currently or formerly incarcerated to connect them to relevant Cerritos College education programs and resources.
- Prepare and maintain records, reports, and files related to programs, courses, services, students, enrollment, projects, financial activity, budgets, personnel, and assigned duties.
- Refer and collaborate with other Student Affairs departments to provide comprehensive support for Justice Scholars students to cover referrals to campus resources including but not limited to Financial Aid, CalWorks/EOPS, Student Accessibility Services, and basic needs services (Falcon's Nest).
- Work with instructional faculty to provide professional development opportunities on strategies and techniques when working with incarcerated students, identify, and address individual student needs.
- Coordinate credit classes in the Los Padrinos Juvenile Hall for currently incarcerated students including class offering expansion for college credit toward an earned degree or certificate from

Cerritos Community College District.

- Provide direct support to students to help them be successful in achieving their educational goals and objectives.
- Provide in-and-out-of-classroom guidance and support to the staff and faculty who will implement the Justice Scholars Program.
- Participate in professional development forums funded through the Rising Scholars Network and grant funding including anti-racist professional development and best practices for working with formerly incarcerated students.
- Collaborate with non-credit programming for formerly incarcerated and justice-impacted students to develop pathways to credit and enhance comprehensive support.
- Performs other related duties as assigned.

Qualifications

Minimum Qualifications for Education and Experience:

1. Master's degree from an accredited institution in an area of discipline within the institution, and;
2. A minimum of one year of leadership, formal training, or internship, or experience reasonably related to this administrative assignment, and;
3. An understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population (E.C. 87360a)

Preferred Qualifications:

- Two (2) years of experience in developing, implementing, and managing a program for incarcerated individuals (current and/or formerly incarcerated) and system impacted student population and/or leading a program for impacted student populations, working with low income, first generation, or ethnically diverse students.
- Two (2) years of teaching (multi-subject or single subject teaching credential authorization) or facilitating programs.
- Counseling or advising students in an educational or clinical setting.
- Education and program operations in juvenile detention facilities. Education programs and services that are designed to support incarcerated and formerly incarcerated students.
- Best practices in serving the unique needs of incarcerated and formerly incarcerated students, including conditions of probation.
- Supporting, facilitating, and/or enhancing programs designed to improve the success of incarcerated and/or formerly incarcerated/justice-impacted students in transfer to four-year universities and/or degree or certificate completion.
- Local, state and federal community college education policies, procedures, practices, laws, and regulations.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies, and administrative needs; excellent oral and written communication and team building skills.

- Educational practices, rules, processes, and procedures relating to credit and noncredit courses, grant administration, dual enrollment, and student success.
- Principles, practices, and methods of management and program evaluation.
- Outreach and recruitment techniques.
- Proven track record of participating in or implementing or overseeing programs or policies relating to diversity, equity inclusion, and anti-racism.
- Direct working knowledge and experience addressing the unique challenges faced by the population served through the grant (formerly incarcerated/justice-impacted, first generation, BIPOC)
- Keen understanding of institutional barriers and ongoing challenges of formerly incarcerated/justice-impacted populations such as addiction, housing insecurity, unemployment, and mental health.
- Oral and written communication skills in Spanish and English.
- Experience developing, implementing, and conducting non-traditional outreach activities focused towards incarcerated and/or formerly incarcerated/justice-impacted individuals.
- Experience working and collaborating with instructional faculty and staff on campus and community-based resources in support of student success.
- Experience with monitoring budgets, goals and objectives of grants and/or other funding sources.

Knowledge and Abilities

Knowledge of:

- The California Community College system and the needs of students in this system.
- AB 216
- Educational technology software; Operation of a computer and assigned software.
- Principles and strategies regarding English Learners and students with learning impairments.
- Reading intervention support strategies for struggling students.
- Student and partner outreach, recruitment, and marketing strategies.
- Principles, practices, procedures, and techniques involved in the development and implementation of assigned meetings, programs, and related activities, plans, strategies, processes, projects, goals, events and objectives.
- Positive Behavior Intervention and Support systems (PBIS)
- Multi-Tiered Support Systems (MTSS)
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budget preparation and control.
- Humanized online practices for providing support for students at a distance.
- Applicable laws, codes, regulations, policies and procedures, including the California Education Code, Penal Code, and Welfare and Institutions Code.

Ability to:

- Interpret, apply and explain rules, regulations, policies and procedures
- Display positive leadership, supervision, and evaluation
- Effectively lead teams with a collaborative style in a collegial environment,
- Network with local and state agencies
- Be a fair-minded and ethical leader with excellent interpersonal and communication skills, both oral and written form
- Analyze situations accurately and adopt an effective course of action

- Develop, implement, and evaluate programs and services
- Utilize data and assessment to make improvements for programs and services
- Develop and monitor budgets and effectively utilize resources
- Effectively manage priorities in large, complex, and diverse operational units
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures
- Plan and work independently with little direction and meet schedules and timelines
- Establish and maintain cooperative and effective working relationships with others
- Plan and organize work involving multiple stakeholders
- Maintain confidential information and accurate records
- Deliver formal and influential presentations toward goal achievement

Physical Demands:

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- The person in this position frequently communicates with members of the campus community through various modalities. Must be able to exchange accurate information in these situations.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.
- Work a flexible schedule which may include evenings, weekends, and split schedules

Environmental Elements

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Licenses and Certificates

Requires a valid driver's license.

Board Approved: 11/15/2023
12/13/2023