

## **Cerritos College**

## **Job Description**

Position: Senior Manager, Success Pathway Programs (SPP)  
(Specially Funded Program – SFP)

Grade: 29

### **Summary**

Under administrative direction, assists in planning, supervising, and managing the College's Success Pathway Programs (SPP), designed to provide equitable access and transitions to college for middle school, high school, and adult learners in noncredit and credit recovery programs in the District's service area. This position collaborates with K–12 and adult school partners, faculty, and campus departments to promote continuing education and credit recovery. The Senior Manager, Success Pathway Programs (SSP) is responsible for the off-site high school credit recovery activities, including course scheduling, course assignments and grade submissions, outreach and recruitment, parent engagement, staff supervision, and management of grant funded programs to support SPP initiatives.

### **Distinguishing Career Features**

The Senior Manager, Success Pathway Programs (SPP) reports to the Instructional Dean of Continuing Education and is responsible for leading pathway initiatives that align K–12, adult education, and summer college credit recovery programs. The role includes strategic collaboration across departments such as Dual Enrollment, Admissions & Records, and School Relations.

### **Essential Duties and Responsibilities**

- Manages, plans, and coordinates Success Pathway Programs, including credit recovery activities, K–12 and adult learner outreach, academic readiness activities, and transition support services. Builds and maintains partnerships with local school districts, adult schools, community-based organizations, and college departments.
- Collaborates with Cerritos College faculty and staff, as well as K–12 district teachers, administrators, and support personnel, to achieve the objectives of the Success Pathway Programs (SPP) and ensure successful delivery of the High School Credit Recovery Program.
- Coordinates with Continuing Education faculty to align program and course Student Learning Outcomes and ensures courses are updated as needed.
- Develops and leads parent outreach initiatives that promote adult and continuing education opportunities for the broader community.
- Coordinates the scheduling of noncredit and credit courses connected to pathway and transition programs.
- Conduct orientations for high school teachers within local K-12 districts who will provide high school credit recovery instruction on behalf of the District for the purpose of communicating and training credit recovery instructors regarding

administrative and instructional expectations during the summer session, including attendance and grade submission.

- Conduct visits to off-site locations to coordinate instruction and monitor enrollment.
- Collect data and create statistical reports for student achievement, student enrollment, and Noncredit Student Success and Support services;
- Collaborates with departments such as Dual Enrollment, School Relations, Admissions & Records, and Counseling to support seamless student transitions.
- Identifies and manages state and federal grant opportunities to expand and sustain SPP programming, and oversees implementation of grant funded projects including project narratives and fiscal reports.
- Ensures communication and outreach materials reflect the program's goals and are accessible to diverse audiences.
- Participates in community events, statewide initiatives, and professional networks to support college pathways and student success.
- In collaboration with the College's Institutional Effectiveness, Research, Planning, and Grants (IERPG) division, assists with the development of surveys and other research to identify the short- and long-range program opportunities with K-12 Districts and community partners
- Supervises, trains and evaluates assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Anticipates, prevents, and resolves conflicts and problems under areas of supervision.
- Participates in community, state, and national organizations and meetings.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Travel to and from the District to community sites.
- Performs other related duties as assigned.

## **Qualifications**

### **Minimum Qualifications for Education and Experience**

- Master's degree in education, educational administration, counseling or related field.
- At least one year of formal training, leadership experience, or internship related to this administrative assignment.
- Understanding of and sensitivity to the needs of a diverse academic, socioeconomic, cultural, disability, and ethnic student and employee population.

### **Preferred Qualifications**

- A minimum of two (2) years of experience in program coordination, adult education, K-12, or higher education, or administrative leadership.
- Experience supervising faculty, teachers, or staff.
- Demonstrated experience working with adult learners.
- Experience writing, managing, and reporting on grant-funded projects.
- Experience designing parent engagement initiatives related to education.
- Bilingual or biliterate in Spanish.
- Familiarity with California Community Colleges and Continuing Education systems.

- Knowledge of adult education and noncredit programs.

### **Knowledge and Skills**

- K–16 educational pathways, adult education, and community college practices.
- Budget development, grant writing, and project management.
- Program planning and evaluation using data-informed strategies.
- Outreach, recruitment, and parent engagement strategies.
- Bilingual communication strategies and culturally relevant program design.
- Collaborative work across departments and with external agencies.
- Principles of leadership, team development, and staff supervision.
- Knowledge of applicable state and federal laws, community college regulations, and partnership practices.

### **Abilities**

- Coordinate large-scale education initiatives across multiple institutions.
- Design and implement parent outreach and adult education strategies.
- Interpret and apply federal, state, and local regulations related to education.
- Develop and assess learning outcomes, produce reports, and present findings.
- Communicate effectively in oral and written form with diverse constituencies.
- Work productively with staff, students, faculty, and external partners.
- Plan, prioritize, and organize complex projects and meet deadlines.
- Work independently and as part of a team.
- Advocate for equity, educational access, and student success.

### **Physical Abilities**

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. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.

### **Licenses and Certificates**

Requires a valid driver's license.

**Working Conditions**

Work is primarily performed indoors in a standard office environment with minimal safety hazards. Flexibility to work evenings, weekends, and attend off-site events as needed.

**Board Approved: October 1, 2025**