

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

**RISE PROGRAM MANAGER**

**CLASSIFIED MANAGEMENT CLASS SPECIFICATION**

*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 division dean, the RISE Program Manager oversees the learning community which is a three-partner jail-to-college pathway in Alameda County to address the significant needs of reentry population. The program enrolls and supports low-risk inmates who are released on probation or are justice impacted to gain the skills to reenter society and their community through education and vocational training. The RISE Program Manager serves as the college representative for the program and provides budget direction, policy implementation, and leadership for the program.

**MANAGEMENT RESPONSIBILITY**

The RISE Program Manager is responsible for providing direction and coordination of all RISE Program components. Position duties include community outreach to establish relationships and partnerships with community-based resources and programs, program development, and recruitment and coordination of faculty and supervision of staff.

**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. Coordinate and provide programmatic leadership to the RISE Program in compliance with federal, state, local, district, and other applicable regulations, codes, procedures, and policies;
2. Provides administrative support to the Dean concerning recruitment, professional development, and performance evaluations of faculty and staff;
3. Provide regular monthly, quarterly and annual reports required to manage program outcomes;
4. Assists in the development and administration of the RISE Program budget and expenditures;
5. Ensure strong alliances in the community with agencies and organizations dedicated to student academic and employment readiness;
6. Coordinate referrals to school and community-based resources that will provide the needed services for students transitioning into the community;
7. Responsible for assessing the current needs of the students;
8. Coordinate the enrollment and case assignment of students annually;
9. Coordinate training for reentry staff and facilitate groups and workshops;
10. Responsible for supervising staff and student assistants as assigned;
11. Perform related duties as required/assigned.

**MINIMUM 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:**

1. Interpersonal skills using tact, patience and courtesy to provide the highest level of customer service;
2. Principles and practices of project planning, management, and implementation;

**Chabot-Las Positas Community College District**  
***RISE Program Manager Continued***

3. Methods and techniques of effective technical, administrative, and financial record keeping, report preparation and presentation;
4. English usage, spelling, grammar, and punctuation;
5. Basic graphic design principles, practices, trends and techniques;
6. College policies and procedures.

**Ability to:**

1. Maintain standards of professional conduct and ethics appropriate to the position;
2. Meet assignments and manage deadlines;
3. Work independently with minimum supervision as well as part of a team;
4. Work in a timely and efficient manner;
5. Appropriately use technology in order to perform assigned tasks and responsibilities;
6. Develop and maintain a strong relationship with other community organizations;
7. Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

**Minimum Education & Experience**

**Education:** Bachelor's Degree in any field from an accredited institution of higher education.

**Experience:** Two years of experience preferably in an institution of higher education, social work, and/or program coordination. Experience in working with college students, formerly incarcerated and/or at-risk communities OR equivalent combination of education and experience, which indicates possession of knowledge and skills required.

**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, including work inside jail facilities. Some evening, weekend, and travel maybe required.

**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 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.

**NOTE:** This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

**APPOINTMENT**

The RISE Program Manager shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

Adopted by Board of Trustees on: 08/17/2021

Effective: 08/18/2021

Job Family: Classified Administrative