

Site Supervisor Cal-SOAP (COF)
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under general direction of the Program Manager, the Site Supervisor manages a group of employees operating at high school sites with the following major responsibilities: to promote higher education and FAFSA completion efforts through community outreach and involvement; to lead the effort of increasing college admissions and financial aid application completion; and to provide leadership and support to high school administrators, counselors, program staff, families and students.

Examples of Duties

1. Provide first-line supervision to services provided at high school sites including assigned personnel.
2. Supervise assigned staff including the assignment of duties and responsibilities, monitor and review work activities to assure that program goals are being met and that appropriate training is provided; evaluate the performance and participate in the screening and selection process of professional experts/tutors.
3. Conduct site visits at high school service locations to schedule activities and observe the staff interaction with students, meet with school contacts, and provide feedback and consultation to staff.
4. Develop training plans for professional experts and high school counselors.
5. Participate in the planning, development, and management of the budget; identifies material and equipment needs for each site.
6. Maintains knowledge of relevant and current State, federal, and district policies and regulations, and assures that site operations and personnel are in compliance.
7. Plan and schedule staff to assure coverage in accordance with applicable regulations and efficient use of personnel.
8. Prepare detailed reports as required.
9. May perform intake and registration tasks.
10. Perform related duties as assigned.

Minimum Qualifications

- Bachelor's Degree from an accredited college/university, preferable in Counseling, Psychology or related field desirable.
- Two years of full-time experience or the equivalent in a management position.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of high school students and employees.
- Must have extensive knowledge with application and requirements in systems of higher education and financial aid.

Knowledge and Abilities

- Maintain a satisfactory level of progress toward the Professional Development requirement for the purpose of training staff and high school counselors.
- Train, supervise, and evaluate personnel.
- Exercise leadership and maintain good working relationships with faculty, students, and staff.
- Effectively communicate orally and in writing.
- Oversee the preparation and presentation of workshops.
- Work collaboratively and productively with faculty, students, administrators, support staff, and the community.
- Effectively work within a system of participatory governance.
- Facilitate change in a productive and positive manner.
- Foster teamwork and to establish consensus.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a managerial/supervisory position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

05/03/17/dr