

**NOVEMBER 2017**  
**FLSA: EXEMPT**  
**SALARY GRADE: T**  
**CBA DESIGNATION: ACADEMIC MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**DIRECTOR, NEXT PHASE PROGRAM**

**BASIC FUNCTION:** Under the direction of the area administrator, the College is seeking a Director of the Next Phase Program (Inmate Education). The director will lead expansion and implementation of the program, which serves inmates at the California Rehabilitation Center (CRC). In addition, the director coordinates appropriate instructional support (i.e. tutoring, supplemental instruction, and other college preparation services) and student services for incarcerated students.

**SUPERVISORY RESPONSIBILITIES:** Supervises and directs all assigned staff

**REPRESENTATIVE DUTIES (Illustrative Only):**

1. Provide leadership and coordination of the College's Next Phase Program.
2. Review, assess, and evaluate assigned programs and services; recommend and implement approved plans and policies to facilitate and improve outcomes, operations, and programs with the Next Phase program. This includes working with Deans and Department Chairs to build an expanding schedule of courses, learning services, and student services.
3. Assist Department Chairs in recruiting faculty to teach courses serving CRC inmates.
4. Work with CRC staff to ensure all faculty and staff are appropriately trained and cleared to work inside CRC.
5. Maintain compliance with State and Federal regulatory guidelines.
6. Interpret and administer college policy with respect to student centered educational services in local jails and prisons. Plan, implement, and evaluate short and long-range strategies, goals, and objectives related to the Next Phase inmate education program
7. Work with the Dean of Instruction and participatory governance leaders and constituents to plan the expansion of the College's Next Phase Program.
8. Coordinate improvement of instruction services, including assisting observing faculty in gaining access to CRC.
9. Participate in monthly meetings with other key student success and student equity personnel and college committees.
10. Represent and communicate the Next Phase initiatives to the campus and surrounding community.
11. Maintain an understanding of current ideas, research, and practices related to this position through continued study and participation in professional organizations.
12. Performs other duties related to the position as assigned.

**EDUCATION AND EXPERIENCE:**

- Master's degree in a discipline taught at the College.
- One year of formal training, internship, or leadership experience reasonably related to this assignment is required.
- Collegiate teaching experience is desired.

**KNOWLEDGE OF:**

- Student success strategies to improve retention and persistence for first generation and/or socially or economically disadvantaged students;
- Contemporary practices and theories to enhance success of non-traditional and adult learners;
- Practices of student learning outcomes and measurements of student success;
- Staff and organizational development models;
- Modern office practices and technology;
- Report writing.

**ABILITY TO:**

- Collaborate with colleagues from across the college;
- Plan, organize, and prioritize daily assignments and work activities;
- Communicate effectively in written and oral form;
- Manage staff;
- Work collaboratively with faculty;
- Maintain accurate and well-organized records;
- Maintain confidentiality in all appropriate matters;
- Learn, interpret, and apply rules, policies, and procedures.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee will be required frequent visitations inside the California Rehabilitation Center, a Level II correction facility operated by the California Department of Corrections and Rehabilitation (CDCR). Employee must be cleared to work inside CRC by CDCR.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**EXEMPT POSITION:** This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.