

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

**JOB TITLE:** Director, Middle College High School

**BASIC FUNCTION:** Under the supervision of the area Vice President, provides vision, leadership, direction, and coordination for the Middle College Program on the RCC Moreno Valley Campus, in partnership with the leadership of other school districts and high schools; provides for a comprehensive instructional experience for academically capable but at-risk students resulting in higher than average ADA, high school completion, success in enrolled college classes, and post-program participation in higher education or career preparation programs; establishes and maintains a supportive program atmosphere of positive challenge, relevancy, and academic achievement.

**SUPERVISORY RESPONSIBILITIES:** Provides work direction to Secretary II, Outreach/Middle College HS Coordinator and Short-Term employees.

**REPRESENTATIVE DUTIES:**

1. Works closely with the program's teaching and counseling staff to plan and implement an innovative and intensive year-round program for academically capable but at-risk students.
2. Works closely with College and School District Administrators in the program coordination, operations, evaluation, modifications, to attain high levels of success in college classes, and continuation post-program completion in higher education or further vocational preparation.
3. Seeks outside supplemental funding opportunities; writes grants and grant reports.
4. Maintains program statistics relating to enrollments, success rates, and other data.
5. Develops, reviews, and modifies program operational policies, manuals, handbooks, and other materials required for program operations.
6. Provides for attendance reporting, grade reporting, free and reduced lunch consumption reporting, as well as general coordination between the program and the high schools and school district administrators, counseling and registrar staffs for enrollment, discipline, and general coordinative issues.
7. Facilitates the planning and implementing of the educational program, environment for motivating and encouraging students, investigation of any problems, cohesion of the MCHS team members and program concept in daily operations, and weekly team meetings to deal with student and program issues.
8. Works with parents, students, and the College administrators and faculty to address problems with student behavior and/or performance which may interfere with students' success or with maintaining a positive College learning environment.
9. Provides general leadership of the program recruitment and selection processes.
10. Provides support and leadership to the Middle College High School Consortium which serves as a coordinating/review group of the MCHS program and other inter-district initiatives.
11. Coordinates MCHS program operations with admissions, assessment, instructional, and support staff to coordinate and implement the program, to solve problems, and to establish and maintain a program to build student success in a college environment.
12. Conducts regular parent/guardian advisory group meetings.
13. Provides planning and leadership for new MCHS student orientation, class scheduling, and overall program operations and direction.\

14. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position through continued study and participating in professional organizations.
15. Participates in local, regional, and state activities to promote the Riverside Community College District and the community college movement
16. Maintains friendly and supportive atmosphere for students, faculty, staff, and the public.
17. Carries out other duties as may be assigned by the Dean, Vice President, or designee.
18. Serves as a member of the Management Association.
19. Performs other related responsibilities as may be assigned.

**EDUCATION:** A bachelor's degree from an accredited institution in counseling, or a related field, is required. A master's degree from an accredited institution in counseling, or a related field, is preferred. California credential for subject area teaching preferred.

**EXPERIENCE:** Five years of experience in educational programs or services administration in high school or college setting is required. Additional experience is desired in: working with innovative or alternative education programs addressing the needs of a diverse student population; classroom teaching or counseling at the high school or college level; and working with at-risk student programs and populations.

**LICENSES/CERTIFICATIONS REQUIRED:** Valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier. California credential for subject area teaching preferred.

**KNOWLEDGE OF:** None.

**ABILITY TO:** None.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**CONTACTS:** Co-workers, teachers, counselors, high school, school district administrators, students, parents, and the general public.

**WORKING CONDITIONS:** Normal office environment.

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, contact (951) 222-8039.