

Manager, Puget Sound College and Career Network

Purpose Statement

The job of Manager, Puget Sound College and Career Network is done for the purpose/s of providing leadership, technical assistance and securing partnerships to enhance regional postsecondary access networks and build on collective action work efforts to ensure equitable postsecondary opportunities for students across the PSESD region.

This job reports to Director, Postsecondary

Essential Functions

- Establishes and monitors contracts with partners including school districts, colleges, community organizations, and individuals for the purpose of achieving PSCCN's goals and grant objectives.
- Maintains a variety of manual and electronic documents, files and records for the purpose of providing up-to-date reference for compliance with ESD, state and federal regulations and/or grant requirements.
- Provides ongoing support and resources to regional network members for the purpose of capacity building by recommending policies, procedures, actions and/or materials, disseminating information and/or providing or organizing technical assistance and professional development.
- Co-leads the development and implementation of the regional college access network with the focus on career and college readiness for the purpose of eliminating the opportunity gap, increasing student access to postsecondary education, and enriching family and community engagements.
- Convenes and facilitates a variety of meetings on a regular basis including PSCCN-related committees, job-a-likes, and other configurations as needed for the purpose of engaging a wide variety of partners in defining shared outcomes, designing and implementing Network activities, sharing best practices and resources, building community-wide support for PSCCN, maintaining the Network structure, and achieving Network outcomes.
- Coordinates grant reporting, grant development, fundraising (public and private sectors) and partnership expansion and maintenance for the purpose of providing support to the Director of Postsecondary.
- Develops instructional and resource materials for a variety of partners at schools, districts, and community organizations for the purpose of increasing use of relevant resources by districts, schools, and community organizations that increase student postsecondary readiness.
- Develops new partnerships and collaborates with a wide variety of external partners (e.g. sub-grantees, districts, colleges, school staff, community organizations, and state entities) for the purpose of enhancing the effectiveness, quality, and impact of PSCCN services and materials.
- Develops and facilitates professional development for staff at schools, districts, colleges, community organizations, and national/regional conferences for the purpose of developing skills; increasing knowledge; and expanding implementation of best practices that increase equitable access to postsecondary education.
- Embodies PSESD's Principles That Guide Our Culture for the purpose of 1) building trust, collaboration, and strong teams within the program and the Agency and 2) providing exemplary service to external clients.

- Facilitates and participates in meetings, professional development, and conferences in the area of college access and equity, readiness and persistence, etc. for the purpose of conveying or gathering information, providing technical expertise, maintaining relationships, and/or supporting agency and program operations.
- Gathers, compiles and analyzes data from a wide variety of sources for the purpose of tracking progress towards shared indicators, evaluating impact of programming, and coordinating regional activities that meet the needs of students, families and communities and improve postsecondary access and attainment.
- Leads and coordinates regional program services and campaigns in designated content area (e.g. Road Map to College events, College Bound Scholarship sign-up campaign, Financial Aid, etc.) for the purpose of ensuring fidelity and quality of implementation of postsecondary access services based on the whole child approach and in compliance with established federal, state and agency regulations and requirements.
- Performs personnel functions (e.g. recruiting, interviewing, evaluating, coaching, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives.
- Researches a wide variety of topics related to college access and college and career readiness (e.g. funding options, best practices, grant requirements, etc.) for the purpose of providing information and recommendations for program implementation and/or securing new funding.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

AGENCY-WIDE COMPETENCIES

CULTURAL PROFICIENCY: Articulates and applies historical context of racism and understands the current reality of students and communities of color in order to support racial equity. Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the Agency's END and goal of becoming an Antiracist Multicultural Organization in support of eliminating the opportunity gap.

RACIAL EQUITY ADVOCATE: Recognizes, supports, and engages in dismantling institutional racism. Partners with, and is accountable to stakeholders, including children, families, and communities of color.

RACIAL EQUITY MINDSET: Demonstrates awareness of biases, internalized racial superiority and oppression. Leads with a racial equity lens and actively uses the racial equity tool in meaningful ways.

TRANSFORMATIONAL VALUES: Contributes to valuable and positive, antiracist transformation in individuals, organizations, and social systems in an effort to actively progress across the antiracist multicultural institution continuum. Is able to foster a sense of community and shared purpose via collaboration and cooperation with others inside and outside PSESD. Embodies the principles and practices that form the Agency's culture. Operates from an abundance mentality that recognizes opportunities, and is optimistic and realistic about the future.

JOB-SPECIFIC COMPETENCIES

CONTINUOUS IMPROVEMENT OF PROGRAMS AND SYSTEMS: Collaborates with stakeholders to identify, recommend and implement improvements to Agency programs, services and processes.

DATA GATHERING, ANALYSIS, AND SHARING: Collects, examines and synthesizes information from a variety of stakeholders and sources in a transparent manner that reflects best practices. Shares data in a thoughtful and responsible way in an effort to inform, understand issues, or enable decision making.

PROFESSIONAL DEVELOPMENT FACILITATION: Sharing knowledge and expertise with the goal of improving professional skills and knowledge through adult learning programs.

PROJECT MANAGEMENT: Manages all stages of a project from ideation and planning to its successful completion and implementation.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some

lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally, the job requires 60% sitting, 25% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Bachelor's degree in job-related area.

Equivalency: AA/AAS degree in designated content area with increasing levels of job related experience may substitute for BA degree.

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Exempt