



New Classified Hiring/Position Justification

Hiring Division/Department: Counseling Department **Position Title:** Director,
SparkPoint

Classification

Position type: Permanent X Full Time X # of months 12
 Part Time _____ % of Full Time _____ # of months _____

Position: General Funds X
Allocation: External Funds* _____ Expiration Date _____

Budget Information

Grade 192E Step 1 Annual Salary \$97,092

Justification

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

Cañada College was recently awarded a Working Families Success Network (WFSN) grant which provides \$300,000 dollars over a three year period. The purpose of this grant is to create and expand services that specifically address the needs of our low-income students. The SparkPoint Center at Cañada College is currently being developed in partnership with the United Way of the Bay Area, to provide financial planning workshops, individual financial coaching, benefits access, credit building, debt reduction, access to banking and financial services.

The Director of SparkPoint is a full-time 12-month position and is responsible for visioning, planning, and directing the SparkPoint Center at Cañada College. The Director is responsible for the day-to-day management of the SparkPoint Center which includes hiring, training and evaluation of all Center staff and oversee the budget and grant reporting needs. The Director of SparkPoint will report to the Dean of Counseling Services.

2. Explain how this position aligns with and supports the mission and strategic goals of the college.

At Cañada College we embrace our Hispanic Serving Institution (HSI) designation and realize that it is not enough to address just the educational needs of our students and community. We also need to address the historical disparities in educational attainment, commonly known as the “achievement gap”. We have established a supportive culture for our high risk students at Cañada, however, through the WFSN Initiative we have heightened our focus and sense of urgency to create and expand on current services that specifically address the needs of our students in poverty.

Program outcomes for SparkPoint participants include the following:

- Increase persistence and completion rates in college
- Obtain a credential for employment or transfer to a 4-year college or university
- Increase income by 5%
- Increase credit score by 5%
- Reduce debt by 5%
- Increase savings by 5%

3. Explain how adding this position will strengthen the department or division.

Cañada College has always been proud of its’ “From here you can go anywhere!” philosophy. Tragically, this isn’t true for many of our San Mateo County residents. Although situated in the Silicon Valley, over 41,000 household in San Mateo County are below the self-sufficiency standard (earning less than \$63,871 for a family of three*). Ninety percent of these families have one or more people working and very few are receiving Public Assistance.

The 11,588 San Mateo County households who did not complete high school are over five times more likely than college graduates to have incomes below the Standard. African Americans and Latinos are disproportionately impacted and most households most likely to struggle to make ends meet are headed by a single mother.

Establishing a SparkPoint Center at Cañada College will not only strengthen the services we provide to students who seek counseling services but for all students who are in need of these services at our College and throughout our community.

The newly completed Financial Literacy will serve as the hub for the SparkPoint workshop and financial literacy activities. Centrally located in our Student Services Center, staff will be available to provide

financial planning workshops, group and individual coaching, and peer support and mentoring for our targeted students.

4. Explain how this work will be accomplished if the position is not filled.

It will not be possible to establish and maintain a SparkPoint Center at Cañada College without a Director to oversee the daily operations and management.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

This position has been reviewed by the department or division and is recommended for hiring.

Dean / Director / Hiring Supervisor

Date