



New Classified Hiring/Position Justification

Hiring Division/Department: Student Services **Position Title:** Director of Dual Enrollment

Classification

Position type: Permanent X Full Time X # of months 12
Part Time _____ % of Full Time 100 # of months _____

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

Budget Information

Grade _____ Step _____ Annual Salary _____

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.
2. Explain how this position aligns with and supports the mission and strategic goals of the college.
3. Explain how adding this position will strengthen the department or division.
4. Explain how this work will be accomplished if the position is not filled.

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

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

High Schools in San Mateo County are growing. This growth has created a high demand for Dual Enrollment (DE) programs like Middle College. Notwithstanding, a large population of K-12 aged students remain unserved by programs at Cañada College.

Research shows that students who have completed two college-level classes or more while in high school are more likely to complete college (An, 2012). Data from the Office of Planning, Research and Institutional Effectiveness (PRIE) at Cañada College shows that DE is also an equity issue. Having students begin college early, especially students who need remediation, increases completion rates prior to their transfer.

The need for DE support services is critical in San Mateo County. The Peninsula is home to renowned technology companies, yet few students from this community have the skill-set and preparation for entry-level positions in these companies. DE, along with initiatives such as Guided Pathways, can prepare students for entry-level jobs and provide students with an opportunity to explore their career interests early.

Data from PRIE and Career Ladders Project demonstrates the newest findings from the implementation of the Multiple Measures Project. This groundbreaking work highlights the tremendous opportunity to remove obstacles for all students, especially barriers that affect persistence and completion rates. Addressing remediation is an equity issue, since it disproportionately affects students of color, low-income, and first-generation students. Students who place into remedial courses have difficulty in successfully completing the math and English sequence. Allowing students to take these remedial courses while in high school can positively impact their future success (An, 2012).

This position could support and advocate for the unique needs of high school programs on campus such as Middle College, TRIO Upward Bound, and Independent Studies Program (IS). These programs support distinct student populations and require someone to advocate on their behalf. Cañada College has the highest number of Middle College students in the district; in addition, Cañada College has TRIO Upward Bound, a college access program for income-eligible and first-generation students. The IS Program, which has outgrown its space and has a long wait list, funnels students to enroll in college classes while completing their high school courses online.

The Director of DE would support students and parents, coordinate services with other support programs on campus, and centralize current high school programs located on campus. In addition, the DE would collaborate with high schools that offer college courses on their campuses and ensure that program exchange information is consistent and accurate. With a centralized office and additional advocacy for dually enrolled students, participants will benefit from the quality of instruction and support services Cañada College is known for. This is an added benefit to the larger community and would support the educational needs of our diverse student populations.

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

The Director of Dual Enrollment (DE) works to support the seamless transition from secondary to post-secondary education. This position would create a sustainable and sound infrastructure to support and expand

DE initiatives and high school partnerships. The Director would be part of Student Services and report directly to the Vice President of Student Services. It corresponds to the SMCCCD Strategic Plan Goals 1 and 2 with the overarching idea of putting students and their success first. Accordingly, Goal 2 is to increase the number of dually enrolled students and to address the educational needs of the greater community.

Creating a DE position would allow Cañada College to be a leader in implementing guidelines and policies supported through the California Community College Chancellor's Office (CCCCO). The CCCCCO offers toolkits to support community colleges in initiating dual enrollment in their respective communities. Once established, this position would support the coordination of local and statewide initiatives such as AB288 (College and Career Access Pathways), California Community College Linked Learning Initiatives (CCCLLI), and Dual Enrollment/Early College efforts in San Mateo County.

This position aligns with Cañada College's mission to foster a learning-centered environment for all students, including K-12, in reaching their academic goals. These students engage in career/technical, basic skills and transfer level course-work. As a result, it also meets the strategic goals of teaching and learning, completion, community connections and global and sustainable outcomes. For example, this position provides continuity that supports the instructors as they impart direction and guidance which will in turn help students achieve their educational goals. This position advocates for a proactive approach to engaging the community and a special population invisible at Cañada College.

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

The Director of Dual Enrollment (DE) would be charged with creating the infrastructure to appropriately support dually enrolled high school students. High school students have specific needs and there are best practices and regulations that pertain to serving them on college campuses. In addition, this position would support high school programs that promote educational access and equity, such as TRIO Upward Bound and the IS program.

Collectively, Middle College, Upward Bound, and the IS program, support 210 high school students on campus. However, there are approximately 791 high school students that are independent of these programs taking classes and have little oversight and support (PRIE 2016).

College enrollment data demonstrates growth in dual enrollment (PRIE 2016) and as of today, we do not have sufficient support personnel to serve and represent our K-12 student population. Implementing this position would mark the beginning of addressing that need. Consequently, the Director of DE would substantially strengthen the division by centralizing K-12 programs and overseeing their growth which have become priorities for SMCCCD and San Mateo County.

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

Currently, this work is not being addressed or accomplished. The only students served are those participating in established programs (Trio Upward Bound, Middle College, and IS program) which merely make up 20% of the overall K-12 student population served by Cañada College. If this position is not filled, Cañada College will fail to sufficiently serve the community by not meeting its strategic goals regarding:

- Community engagement,
- Serving underrepresented and sensitive populations,
- Provide seamless transition from basic skills to transferable courses, and

- Helping students meet their educational goals.

Additionally, the college will fail to meet the District's strategic goals and CCCCCO priorities.

The K-12 student population will continue to grow regardless of Cañada College's readiness and infrastructure. While data shows academic success among students who participate in dual enrollment (Career Ladders Project/ PRIE, 2016), one cannot guarantee that this trend will continue without the support services in place to help guide and facilitate expansion. Data shows that roughly 18 DE students enroll into the Learning Center's "Supervised Tutoring and Academic Assistance" course each semester to receive one-on-one support (PRIE, 2016). As it stands, this number will remain the same without intervention. The Director of Dual Enrollment would coordinate support services, advocate for DE initiatives and high school programs, and work collaboratively with high school districts and community partners to provide consistent communications. Rather than be forced to react to this pressing demand in the near future, this position provides a proactive approach to priorities not being met.