

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

CARE/NEW HORIZONS PROGRAM SPECIALIST

I. General Responsibilities

Under administrative leadership, it is the responsibility of the contract CARE/New Horizons Program Specialist to participate in the planning, development, implementation and evaluation of services and programs that will result in optimal growth opportunity in the educational, personal and vocational development of the CARE/New Horizons student and support advancement of the visions, missions, and values of the colleges and District.

II. Specific Responsibilities

Responsibilities designated with an asterisk are primary to the CARE/New Horizons Program Specialist role. All other listed professional responsibilities are examples of activities which are part of the unique role of each CARE/New Horizons Program Specialist and is reflective of their individual expertise and interests.

A. Program Development

- *1. Recommend and participate in procedures to identify, recruit, and assess the needs of CARE students in, or eligible for, CARE and EOPS Services.
- *2. Maintain files for each student receiving services as mandated by state or federal agencies.
- *3. Identify barriers which are known to impede CARE/New Horizons/ EOPS students learning and recommend appropriate procedures.
- *4. Provide, in cooperation with EOPS Counselor, CARE-related counseling regarding admissions requirements, personal and social adjustment, and provide input for vocational assessment and course planning.
- *5. Assist the CARE/New Horizons student in the preparation of his/her individual education plan.

B. Curriculum Development

- 1. Participate in the development and review of curriculum as needed.

C. Evaluations

- *1. Participate in the development and implementation of an ongoing program of evaluation by faculty, staff and students of program goals and objectives and how effectively they have been achieved.
- 2. Periodically evaluate student progress toward meeting individualized educational objectives.

CARE/New Horizons Specialist (cont'd.)

3. Participate in evaluation of equipment, supplies, tests and other materials used on the job.
 4. Participate in follow-up studies of former Grossmont-Cuyamaca Community College District students.
 5. Facilitate student evaluations of EOPS/CARE programs.
- D. Professional Development
- *1. Participate in required professional development activities.
 2. Maintain and demonstrate an awareness and understanding of advances and changes in the substantive content of the subject field.
 3. Maintain and demonstrate the ability and skills required to apply knowledge, technologies and materials integral to achieving those purposes and objectives for which the EOPS/CARE program has been established.
 4. Attend professional conferences, seminars, or meetings.
 5. Participate in planning, developing and implementing staff development programs.
 6. Participate in institutional research activities and grants.
- E. Additional Responsibilities
- *1. Attend and participate in department/division meetings.
 - *2. Attend college-wide faculty meetings.
 3. Attend commencement ceremonies.
 4. Participate in the process of shared governance by contributing to the academic community through committee work on the department, division, college and/or district level, or participate in other significant non-classroom college, District or community activities.
 - *5. Keep official records and collect data required by District policy and administrative procedure; submit records and data at times specified by management.
 6. Participate in supervision of student assistants and paraprofessionals.
 - *7. Provide for the proper use, care and security of equipment; promote security for same.
 - *8. Advise management of unsafe conditions and potential hazards and recommend solutions.

Care/New Horizons Specialist (cont'd.)

9. Participate in advisory committee meetings.
- *10. Report absences due to illness or personal necessity reasons to the division dean/director or designated office; advise management of the intended date of return to assigned duties.
- *11. Serve as resource specialist as requested.
- *12. Attend and participate in case conferences on multi-handicapped/disadvantaged students when requested.
- *13. Participate in student orientation and registration.
- *14. Participate in the tenuring process of contract faculty and the evaluation of regular and adjunct faculty.
15. Participate in the evaluation of regular and adjunct faculty.