

## **HIGH SCHOOL ARTICULATION COORDINATOR**

### **BASIC FUNCTION**

Performs a wide variety of specialized and technical administrative and office tasks in support of Adult Education & Community Initiatives; reviews high school articulation documents and reports, and works with District/college staff and high schools in the processing of high school articulation documents; processes transcripts, articulation agreements, and related documentation; and provides administrative support to the department programs and initiatives.

### **SUPERVISION RECEIVED AND EXERCISE**

Receives direction from assigned supervisory or management personnel. May provide lead direction to temporary staff and/or student workers.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing administrative support duties in the processing and review of high school articulation documents and functions related to adult education, high school articulation, and community initiatives. Duties involve extensive contact with other departments, management, faculty, students, and the public. Incumbents frequently use tact, discretion, and independent judgment and initiative in the performance of their work, referring to agreements, procedures, and processes in the course of performing job functions, and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Facilitates high school articulation processes to initiate or renew agreements between the District/college and high school/regional occupational programs (ROP); provides information, documentation, and serves as a resource in the articulation process; reviews articulation packets for completeness, and routes/sends for review and final approval from faculty or deans and school districts.
2. Provides in-person, virtual and telephone services and information to administrators, faculty, staff, students, secondary schools, and community; coordinates and facilitates meetings between high school faculty, counselors, and administrators and the District to initiate or expand existing articulation agreements.
3. Receives and processes high school transcripts; compares transcripts against approved articulation agreements to ensure eligibility, and sends forward to Admissions & Records for final processing, including evaluator review, as necessary.
4. Functions as primary program contact responsible for processing all student matriculation appeals. High school articulation requests.
5. Reviews student files to determine need for onboarding follow-up activities; works with secondary schools to identify and resolve errors within current policies and procedures.
6. Communicates high school articulation policies, procedures, and regulations for faculty, students, staff, secondary schools, and community members.
7. Implements current policy and procedure changes as communicated by the administrator or designee; works closely with other key departments to ensure smooth implementation of all matriculation high school articulation component activities.

8. Coordinates Career and Technology Education Management Application (CATEMA) workshops and presentations to secondary schools; reviews CATEMA applicant information, compares with District information, and creates reports and provides information to relevant departments; forwards eligible transcript review requests via CATEMA to evaluators for review.
9. Composes correspondence and maintains files and records related to the operations of the high school articulation program; prepares a variety of statistical reports regarding high school articulation activities.
10. Maintains current knowledge of computer systems (Datatel, Microsoft Office, SARs, CATEMA, OnBase, etc.)
11. Provides current high school articulation agreement information for inclusion in the college catalog; maintains the high school articulation website, working with IT staff to ensure current presentations, forms, articulation agreements, and related items are updated and consistent with policies and procedures.
12. Participates in District-provided in-service training programs; contributes to and participates in District and campus high school articulation in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Methods and techniques of developing outreach programs for stakeholders and high schools, as well as the adult learners.
2. Methods and techniques to create and maintain partnerships with personnel at middle, high schools, employers, CBOs, places of worship, government, and members of the community.
3. Principles and practices of business documentation composition and development.
4. Basic marketing and customer outreach principles.
5. Principles and practices of data collection and report preparation.
6. Applicable federal, state, and local laws, codes, regulations, and policies and procedures relevant to area of assignment.
7. Methods and techniques of implementing program services, policies, and procedures.
8. Methods and techniques of planning and implementing outreach events.
9. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
10. Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

1. Perform a variety of specialized administrative tasks within assigned areas of responsibility.
2. Interpret, apply, explain, and reach sound decisions in accordance with District and department policies and procedures.
3. Perform customer outreach and marketing support activities.
4. Organize and maintain office and specialized files, databases, and related systems.
5. Prepare clear, accurate, and concise records and reports.
6. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
7. Exercise independent judgment within general policy and procedural guidelines.
8. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability and ethnic backgrounds of students, staff, and the community.

9. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
10. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
11. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
12. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

**Education and Experience:**

An associate's degree from an accredited institution and three (3) years of experience in education systems; or an equivalent combination of education, training, and/or experience.

**Licenses and Certifications:**

None

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and close to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

The functions of this classification must be performed by the incumbents with or without reasonable accommodations.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.