

**Program Review & Planning  
Request for Contract Classified Position  
2018-19**

Please upload and submit this completed form through the SurveyMonkey program review module.

<b>Department</b>	EOPS		
<b>Position Title</b>	Program Specialist –Foster Youth		
<b>Salary Range</b>	32	<b>Annual Salary at Step B*</b>	\$48,768
<b>Hours/week and # of months</b>	40/12 months		

\*For job Range and Salary information, see: <http://www.gcccd.edu/human-resources/salary-schedules.html>

1) Provide the following information for the **new position or the increase in FTE for an existing position** that is being requested, or for the request to fill a vacant, frozen or defunded position:

Position classification and number:

Proposed FTE:

Contract type:

- 10-month
- 11-month
- 12-month
- Seasonal (specify):

What type of position is being requested?

- New general fund position
- Replacement for a funded position
- Replacement for an unfunded position
- Position currently funded by grant funds
- Increase in the FTE for the position

**\*\*Position currently funded via CAYFES/NextUP funds-requesting to move from auxiliary to permanent classified position**

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

The program specialist is responsible for supporting former and current foster youth in their educational pathways at Cuyamaca College. The program specialist will assist current and potential NextUP/UP! participants with the process of admissions and matriculating into the higher education environment. Assist with arrangements for housing, job placement and other community support needs for students. Assist with program evaluations, EOPS and financial aid eligibility, database management of student records, files, and tracking program requirements. The program specialist for foster youth will be responsible for district accounting records, purchasing, travel reimbursements, and district and chancellor's office reporting requirements.

2) Is the position being requested in order to comply with state or federal mandates/requirements? **(Rubric Criterion 1)**

**Program Review & Planning  
Request for Contract Classified Position  
2018-19**

**Please upload and submit this completed form through the SurveyMonkey program review module.**

X  Yes

Cite the specific mandate/requirement (100 words or less):

From the NextUP/CAFYES Program Guidelines:

CAFYES programs must collaborate with local county child welfare departments, county probation departments, local educational opportunity and services programs and the community college district to ensure that CAFYES programs services are coordinated with, and do not supplant, other services provided by the county and state. a. Colleges must provide CAFYES support and services "over, above and in addition to" other college, county and state programs and services to which CAFYES students are eligible.

No

3. How are the duties of the requested position currently being performed, if at all?

How does the lack of this position impact the program or service area?

What impact, if any, have frozen or vacant positions within the department had on services or staff workload?

This position has existed since the CAYFES grant was allocated to Cuyamaca College in the 15-16 academic year. With the statewide success of the original 10 district grants and the increased focus on student equity efforts for supporting foster youth the funding moved to on-going categorical program allocations in the 18-19 academic year.

This on-going program funding for NextUP/CAYFES has a base allocation with additional funds per students served. For continued funding, sufficient staffing to support outreach, retention, and overall coordination of the NextUP program is vital.

The lack of this position will negatively affect the level of on-going supportive services offered to former and current foster youth students at Cuyamaca College.

*(200 words or less)* **(Rubric Criteria 1)**

4. How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? \*\*Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.\*\*

*(200 words or less)* **(Rubric Criteria 2)**

As referenced in the EOP Program Review Document there has been a strong collaboration between financial aid, foster youth community organizations, and the Cuyamaca College EOPS program for several years.

# Program Review & Planning Request for Contract Classified Position 2018-19

Please upload and submit this completed form through the SurveyMonkey program review module.

The GCCCD was one of the original CAYFES grant recipients in the 2015-16 year. Currently, the Cuyamaca NextUP/CAYFES program has an on-going allocation based on the number of students served. Our initial allocation was cut during the transition between the grant process and on-going allocation resulting in a part-time program coordinator.

NextUP program served approximately 20 students this academic year and the UP! Program served over 60 students. The number of students actively participating in our programs does not reflect the number of eligible foster youth at Cuyamaca. Many students who are current & former foster youth, kinship care, or guardianship care may not see the advantages of identification or not be aware of our services.

A part-time coordinator and low number of participants emphasizes the need for consistent staffing, outreach, and supportive services specifically designed for foster youth that go above and beyond existing college student services.

4% of foster youth hold a college degree by age 26, as compared with 38% of the general population. 1 in 3 youth who exited foster care at age 21 in California experienced homelessness within 24 months. (John Burton Foundation, 2018) This is clearly a highly vulnerable population who are under-represented in higher education.

5. How would this position's main duties specifically support the institution's strategic priorities?
1. Acceleration
  2. Guided Student Pathways
  3. Student Validation and Engagement
  4. Organizational Health

(200 words or less) **(Rubric Criteria 3)**

Supports Guided Student Pathways: The NextUP/UP! Programs at Cuyamaca College are modeled after EOPS program requirements. Students need to consistently follow up with staff and make appointments with counselors. They have access to additional counseling resources to help clarify their goals and keep them on track. The Program Specialist for Foster Youth identifies potential students, helps them matriculate, and provides crucial supportive services throughout their educational journey

Student Validation and Engagement: The NextUP/UP! Programs also provide students with opportunities for engagement on and off campus each semester. The programs host study sessions, student success workshops, off campus trips to athletic events, and university fieldtrips. The Program Specialist for Foster Youth services as a liaison for campus opportunities for involvement. Student participants get e-mails, encouraging texts, and gentle reminders of all campus opportunities for involvement.

Organizational Health: When Cuyamaca College was originally awarded CAYFES grant funds in the 15-16 academic year 2 full time positions were added temporarily per grant available grant

**Program Review & Planning  
Request for Contract Classified Position  
2018-19**

**Please upload and submit this completed form through the SurveyMonkey program review module.**

funds. The Program Assistant was hired via the district auxiliary process and a full time faculty Counselor/Coordinator (non-tenure).

When the funds went from a district grant to an individual campus program allocation based on students served funding decreased slightly. Moving into the 18-19 academic year the Counselor/Coordinator position was eliminated as the base allocation could not support 2 full time positions.

Currently, the Program Assistant is the only full time person dedicated to foster youth on campus. The NextUP Program has been able to maintain mandated state requirements with the support and foundation of the EOPS program. A current EOPS Counselor has taken on the counseling duties of the Counselor/Coordinator position that was eliminated.

This Program Specialist position is not a new position and will not require general funds. The staffing request is to simply move this position from a temporary auxiliary contract to a categorical funded classified position. This position will be fully funded with categorical funds.

6. How will the position impact the ability of the program or service area to innovate and meet changing needs?  
*(150 words or less) (Rubric Criteria 3)*

Cuyamaca College has made a commitment to supporting the success to current and former foster youth. This population is listed in our campus wide Student Equity plan thus we will be accountable for providing the resources they need to achieve their educational goals. A student services staff person with knowledge and expertise on the unique challenges and barriers students from a foster care environment face will be an asset to the campus as a whole.