

Senior Manager, Success Pathway Program (SPP)
(Specially Funded Program - SFP)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=263385>

Downloaded On: Dec. 4, 2025 4:55am

Posted Oct. 3, 2025, set to expire Jan. 2, 2026

Job Title Senior Manager, Success Pathway Program (SPP)
(Specially Funded Program - SFP)

Department

Institution Cerritos College
Norwalk, California

Date Posted Oct. 3, 2025

Application Deadline 01/02/2026

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Student Affairs
Education

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Apply By Email

Job Description

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Senior Manager, Success Pathway Program (SPP) (Specially Funded Program - SFP)

Salary: \$127,320.00 - \$160,104.00 Annually

Job Type: Full Time

Job Number: Sr. Manager SPP-25

Closing: 1/2/2026 11:59 PM Pacific

Location: Norwalk, CA

Department:

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Sr. Manager SPP-25

Division: Continuing Education

Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on January 2, 2026 at 11:59 PM.

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Continuing Education Division provides noncredit and fee-based courses on campus and in the community to provide greater access for community participants. Support services include comprehensive intake and assessment, contextualized learning, onboarding, and other support and transition services. Courses include ESL (levels low beginning to low advanced), Vocational ESL, Citizenship, Basic Skills and Support Courses (English and Math), Basic Literacy (Plaza Comunitaria), Apprenticeship (Construction Trades), courses for older adults (OWL - Older Wiser Learners), and short-term vocational programs. Partnerships include the PAACE (Partnership for Adult Academic and Career Education) consortium, which collaborates with local adult school districts to facilitate a college pathway for students entering the college. The division also oversees the college Foster Kinship Care

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and Education (FKCE) program, which provides training to caregivers of foster youth.

Summary

Under administrative direction, assists in planning, supervising, and managing the College's Success Pathway Programs (SPP), designed to provide equitable access and transitions to college for middle school, high school, and adult learners in noncredit and credit recovery programs in the District's service area. This position collaborates with K-12 and adult school partners, faculty, and campus departments to promote continuing education and credit recovery. The Senior Manager, Success Pathway Programs (SSP) is responsible for the off-site high school credit recovery activities, including course scheduling, course assignments and grade submissions, outreach and recruitment, parent engagement, staff supervision, and management of grant funded programs to support SPP initiatives.

Distinguishing Career Features

The Senior Manager, Success Pathway Programs (SPP) reports to the Instructional Dean of Continuing Education and is responsible for leading pathway initiatives that align K-12, adult education, and summer college credit recovery programs. The role includes strategic collaboration across departments such as Dual Enrollment, Admissions & Records, and School Relations.

Job Duties

Essential Duties and Responsibilities

- Manages, plans, and coordinates Success Pathway Programs, including credit recovery activities, K-12 and adult learner outreach, academic readiness activities, and transition support services. Builds and maintains partnerships with local school districts, adult schools, community-based organizations, and college departments.
- Collaborates with Cerritos College faculty and staff, as well as K-12 district teachers, administrators, and support personnel, to achieve the objectives of the Success Pathway Programs (SPP) and ensure successful delivery of the High School Credit Recovery Program.
- Coordinates with Continuing Education faculty to align program and course Student Learning Outcomes and ensures courses are updated as needed.
- Develops and leads parent outreach initiatives that promote adult and continuing education opportunities for the broader community.
- Coordinates the scheduling of noncredit and credit courses connected to pathway and transition programs.
- Conduct orientations for high school teachers within local K-12 districts who will provide high school credit recovery instruction on behalf of the District for the purpose of communicating and

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training credit recovery instructors regarding administrative and instructional expectations during the summer session, including attendance and grade submission.

- Conduct visits to off-site locations to coordinate instruction and monitor enrollment.
- Collect data and create statistical reports for student achievement, student enrollment, and Noncredit Student Success and Support services;
- Collaborates with departments such as Dual Enrollment, School Relations, Admissions & Records, and Counseling to support seamless student transitions.
- Identifies and manages state and federal grant opportunities to expand and sustain SPP programming, and oversees implementation of grant funded projects including project narratives and fiscal reports.
- Ensures communication and outreach materials reflect the program's goals and are accessible to diverse audiences.
- Participates in community events, statewide initiatives, and professional networks to support college pathways and student success.
- In collaboration with the College's Institutional Effectiveness, Research, Planning, and Grants (IERPG) division, assists with the development of surveys and other research to identify the short- and long-range program opportunities with K-12 Districts and community partners.
- Supervises, trains and evaluates assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Anticipates, prevents, and resolves conflicts and problems under areas of supervision.
- Participates in community, state, and national organizations and meetings.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Travel to and from the District to community sites.
- Performs other related duties as assigned.

Minimum Qualifications

Minimum Qualifications for Education and Experience

- Master's degree in education, educational administration, counseling or related field.
- At least one year of formal training, leadership experience, or internship related to this administrative assignment.
- Understanding of and sensitivity to the needs of a diverse academic, socioeconomic, cultural, disability, and ethnic student and employee population.

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Preferred Qualifications

- A minimum of two (2) years of experience in program coordination, adult education, K-12, or higher education, or administrative leadership.
- Experience supervising faculty, teachers, or staff.
- Demonstrated experience working with adult learners.
- Experience writing, managing, and reporting on grant-funded projects.
- Experience designing parent engagement initiatives related to education.
- Bilingual or biliterate in Spanish.
- Familiarity with California Community Colleges and Continuing Education systems.
- Knowledge of adult education and noncredit programs.

Supplemental Information

Knowledge and Skills

- K-16 educational pathways, adult education, and community college practices.
- Budget development, grant writing, and project management.
- Program planning and evaluation using data-informed strategies.
- Outreach, recruitment, and parent engagement strategies.
- Bilingual communication strategies and culturally relevant program design.
- Collaborative work across departments and with external agencies.
- Principles of leadership, team development, and staff supervision.
- Knowledge of applicable state and federal laws, community college regulations, and partnership practices.

Abilities

- Coordinate large-scale education initiatives across multiple institutions.
- Design and implement parent outreach and adult education strategies.
- Interpret and apply federal, state, and local regulations related to education.
- Develop and assess learning outcomes, produce reports, and present findings.
- Communicate effectively in oral and written form with diverse constituencies.

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- Work productively with staff, students, faculty, and external partners.
- Plan, prioritize, and organize complex projects and meet deadlines.
- Work independently and as part of a team.
- Advocate for equity, educational access, and student success.

Physical Abilities

This position requires the physical ability to:

- Function in an office environment, performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- The person in this position frequently communicates with members of the campus community. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is primarily performed indoors in a standard office environment with minimal safety hazards. Flexibility to work evenings, weekends, and attend off-site events as needed.

Salary/Fringe Benefits

Grade 29 on District Management Salary Schedule (\$10,610.00 - \$13,342.00 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security or State Teacher's Retirement System

22 days annual vacation.

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An annual stipend of \$4,069 shall be provided to management employees with an earned doctorate degree.

Funding for this position and any employment offer made is pursuant to Education Code 87470.

- This position exists only for the duration of the specially funded program.
- Continuation of employment is dependent upon the continuation of the special funding source.
- The District is under no obligation to continue employee's appointment beyond the expiration or termination of this funding.
- Service under this funding does not constitute service toward acquiring tenure or permanent status.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a full-time specially funded academic manager position. Employment is to be effective as soon as possible following completion of the selection process. Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Candidates must be available to work on site and be able to provide proof of California residency prior to employment.

**** Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

Application Procedures

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Application materials must be submitted by the closing date. We are committed to providing an inclusive and accessible application process. If you require a reasonable accommodation to apply or interview due to a disability, please contact Human Resources at hr@cerritos.edu as early as possible. While advance notice (ideally at least 72 hours before the application deadline or scheduled interview) helps ensure we can meet your needs, we will make every effort to accommodate requests made at any time.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter
2. Resume/CV
3. Unofficial Transcripts (Must show all coursework completed and conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/5091930/senior-manager-success-pathway-program-spp-specially-funded-program-sfp>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

Staff

Cerritos College

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