

District Directed Call
Puente Project Counselor and Coordinator
Fall 2024 – Spring 2026

Applications are being solicited from Full-time and Part-time faculty members to act as the Puente Project Counselor and Coordinator. Full-time members are preferred as required by the college's Memorandum of Agreement with the University of California. One full-time Counselor will be selected to co-ordinate the Puente Project and receive 7.5 units (approximately 328.13 hours of work) for Fall 2024, 7.5 units for Spring 2025, 7.5 units for Fall 2025, and 7.5 units for Spring 2026 for a total of 30 units (approximately 1312.50 hours of work).

Description and Rationale for Project:

The goal of the Puente Project Community College Program is to increase the number of educationally underserved students who transfer to four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. College of Marin has offered the Puente Project since Fall of 2008 and has successfully helped Puente students persist and succeed.

Students in the community college program:

- Take a year-long, two-course English class sequence (English 150/150C in the fall and English 155 in the spring) with a curricular focus on Latino literature and issues;
- Meet regularly with the Puente Program counselor who helps navigate the college application process and follow a college-prep curriculum
- Are matched with a professionally and academically successful mentor from the community
- Attend field trips to college campuses as well as college Puente events

Scope of Work:

The Puente Project Counselor and Coordinator will:

- Attend a one-week, residential training program at UC Berkeley in mid-June (required of all new Puente instructors), called the Puente Summer Institute
- Attend two-day, off-site Puente Regional Trainings each semester (requires travel)
- Teach the Puente COUN 102 course each fall and the Puente COUN 179 course each spring.
- Infuse Culturally Responsive and Sustaining Teaching practices into COUN 102 and 179 throughout the Puente Project
- Meet and provide academic counseling for Puente students

Additionally, in collaboration with the Puente Project English Instructor, the Puente Counselor will co-ordinate the Puente Project. Coordination duties include:

- Weekly coordination meetings with the Puente Project English Instructor, and Educational Success Programs staff
- Planning, setting up and leading/attending Puente Project events for students, mentors and students' families. Events include the annual Noche de Familia, Northern California Puente Motivational Conference, university campus tours, cultural fieldtrips, etc. This also involves 1 – 2 Saturdays a semester and 2 – 3 evening events per semester – some events are on campus, others involve statewide travel;
- Co-ordinating the Mentor aspect of the program, which includes: recruiting and training mentors, supporting mentors, designing events/projects for students and mentors, updating and communicating with mentors regularly;
- Providing assistance in recruiting new students each year, as needed;
- Developing and updating flyers and the Puente website, as well as any other program materials;
- Track expenses and update the annual budget for Puente events and supplies

- Complete Program Review Report for Puente Project Program at COM
- Collaborate and work closely with the Mi Familia Learning Community and its coordinators

Eligibility Requirements:

- Full-time Academic Counselor at College of Marin Preferred
- Part-time Academic Counselor at College of Marin with a Fall 2024 assignment
- Experience teaching and working with traditionally underrepresented students
- Able to commit to and participate in all Puente trainings and events, both on and off campus

Highly desirable qualifications:

- Experience in a Puente Project program (such as mentoring, attending trainings, etc.) or involvement in a similar student support program
- Ability to speak Spanish (to communicate with students' families)
- Program coordination experience

Compensation:

Puente Project Counselor and Coordinator: 7.5 units for each semester for a total of 30 units over four semesters (Fall 2024 - Spring 2026).

Application Procedure:

1. Please send a letter of application (500 words or less) to Sarah Anderegg (sanderegg@marin.edu) describing your qualifications for this position and the COM programs in which you have been involved.
2. **Applications must be received by May 17, 2024.**

Criteria Used to Evaluate Applications (8.4.5):

UDWC shall evaluate applications using some or all of the following criteria with points awarded using the scale indicated:

1. Mandatory criteria that every application must meet to be approved:
 - a. The proposed cost and probable availability of personnel, equipment, supplies and/or operational support will be available.
 - b. The project activities will not adversely affect the discipline or department budget, facilities or schedule.
 - c. The applicant has adequate experience and/or training to carry out the proposed project.
 - d. The applicant has notified the department chair of the application.
 - e. Compensation is commensurate with the scope of work. If not, UDWC may approve lower units/hours than requested. This criterion does not apply to externally-funded activities (Category II) where the District is not providing funding.
 - f. The unit member is not receiving compensation or funds from other sources for the same work/project. This criterion does not apply to externally-funded activities (Category II) where the District is not providing funding.
2. The problem or need addressed has been adequately thought out and described (0-10 points).
 - a. The problem or need addressed is in support of one or more of the college's goals and objectives (0-7 points).
 - b. The project activities are likely to contribute to instructional effectiveness (0-10 points).
 - c. The project activities are likely to increase student learning and/or retention (0-10 points).
 - d. The project activities are likely to encourage the adoption of instructional, learning or technical innovation(s) at the discipline, department and/or instructional levels (0-7 points).
 - e. Number of years since last award to recipient: 5 years or never awarded = 5 points; 4 years = 4 points; 3 years = 3 points; 2 years = 2 points; 1 year = 1 point; less than 1 year = 0 points.

Application Recommendations (8.4.6):

The UDWC shall make one of the following recommendations based on majority decision for applications for overload, reassigned time, reduced load, or stipend:

- a.** Approve – UDWC will forward recommendations for approval to the Superintendent/President.
- b.** Request revision of application – UDWC may recommend the applicant revise their application. UDWC will inform the applicant of its reasoning for the request.
- c.** Deny – UDWC may deny applications. If UDWC does not, by majority decision, approve or decide to request revision of an application, the application shall be denied. Upon the request of a unit member whose application is not approved, UDWC will provide an explanation.

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