Southern San Joaquin Valley
California Student Opportunity & Access Program (Cal-SOAP)
Work Plan 2018-2019
Mindy Munoz, Site Supervisor

Strategic Direction #1: Student Learning at High Schools

Tutoring & Testing Preparation
Work in collaboration with the Project Director and Program Manager to ensure student learning and preparation for college.

- Supervision of academic tutoring in Math, English, and/or AVID classrooms at each high school.
- Provide guidance to Professional Experts with college required testing preparation (i.e. SAT, ACT, Placement Exams/Assessments)

Strategic Direction #2: Progression and Completion

Enrollment & Matriculation
Work in collaboration with the Project Director and Program Manager to support Professional Experts placed at local and rural high schools with helping seniors complete their college and financial aid applications.

Bakersfield College
In collaboration with the Project Director and Program Manager:

- Support Professional Experts and high school staff with providing outreach to high school students and aligning with the Guided Pathways Momentum Points
- Priority Registration – provide support to allow students to complete the matriculation process during school for the opportunity to be considered for priority registration
- Ensure that Professional Experts are encouraging high school students to register for 15 units for the Fall Semester and enrolling into college level Math and English in their first year of college
- Support all high school student activities in relation to college and financial aid within 21 high schools

Financial Aid
Support high school counselors and Professional Experts at 21 campuses to encourage seniors to complete a FAFSA or California Dream Act Application. Collaborate with Project Director and Program Manager to organize annual trainings on FAFSA and CADAA for Cal-SOAP Professional Experts and High School Counselors.

- Organize support for financial aid workshops provided during the school day at Cal-SOAP high schools.
- Support two Cash for College evening workshops per school site to allow parents the opportunity to ask questions and help the students thoroughly complete an application.
• Support Professional Experts and high school staff to work with students to create a Webgrants4Students account to ensure they have a GPA upload (Cal-Grant Application), verified high school graduation, and updated school selection.
• Provide data on financial aid completion to Project Director.
• Provide outreach to students on General Application for Scholarships

**Bakersfield College**
• Provide outreach and assistance to navigate the BC Campus Logic System and BankMobile

**Special Students Served**
Organize outreach and assistance on program recruitment for the following:
• EOPS/CARE/CalWORKs/TANF
• Foster Youth (Next UP)
• AB540
• Dual and Concurrent Enrollment
• DSPS
• African American
• Kern Promise

**Strategic Direction #3: Facilities & Technology**

**High School**
Work in collaboration with the Project Director and Program Manager to secure facilities and access to technology for all Cal-SOAP employees.

• Office space with computers, printer, telephone, and filing cabinet
• Access to internet/email and students
• Open spaces and computer labs for workshops
• Chromebooks and computers for students during application workshops

**Strategic Direction #4: Leadership and Engagement**

**Professional Development**
Work in collaboration with the Project Director and Program Manager to ensure continued professional development.

• Organize attendance and present during quarterly trainings for professional experts, high school counselors, and career technicians
• Participate in trainings and conferences to continue programming efficiency for Cal-SOAP