

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR, GRANT FUNDED STUDENT PROGRAMS (GFSP)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Plan, organize, coordinate and direct the District's grant funded student programs and assure compliance with federal and state program requirements.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Dean Counseling/Matriculation, Guidance and Career Development and exercises supervision over assigned staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following.*

1. Plan, organize, direct and control the District's grant funded student programs including educational services, counseling, tutoring, mentoring, matriculation services, special classes, college visitations, parent and child college planning classes and programs, after school tutoring and support services and cultural awareness workshops.
2. Develop and implement policies and procedures concerning the operation of the grant funded student programs; implement program initiatives as directed by changing federal regulations, new legislation governing U.S. Department of Education grants and the Council for Opportunity in Education's (COE) mission and strategic planning.
3. Coordinate activities with target schools by working closely with school administrators, teachers and staff.
4. Communicate orally and in writing to all college, community and public schools to further program goals.
5. Produce and provide publications, printed material and media information for distribution and public relations.
6. Collaborate with faculty and administrators (campus and school site) on development and implementation of program services.
7. Utilize refined assessment techniques for improving program services and student outcomes.
8. Compile and maintain files on individual program and service plans.

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9. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures; supervise staff at remote locations.
10. Assure compliance to federal, state and local requirements with a variety of narrative and statistical reports, records, files, budgets, account and services to students; assure the maintenance of accurate records and files.
11. Develop, implement and monitor contractual agreements.
12. Identify and utilize businesses and special sources for funding.
13. Research, develop and write continuing local, state, federal, corporate and private grants to further program goals; prepare grant proposals according to District policies and procedures.
14. Maintain files on demographic, educational achievement/attainment and census data as needed to write grant proposals.
15. Attend a variety of meetings, workshops and conferences; represent the District to national, regional and state agencies.
16. Participate in shared governance through service on planning and/or operations committees and task forces.
17. Perform other duties as assigned or required.

**QUALIFICATIONS**

**Knowledge of:**

- Grant funded student programs guidelines, services and reporting requirements.
- Technical aspects of field specialty.
- Writing, securing and implementing grants.
- Retention and matriculation programs and services for disadvantaged, first-generation, diverse and/or disabled students.
- Basic research methods and report writing techniques.
- Database and word processing programs; assessment and student/program tracking systems.
- Elementary, secondary, post secondary and terminal degree educational programs, curriculum, policies and support services.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations.

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**Ability to:**

- Plan, coordinate, organize and direct the District's grant funded student programs.
- Read, interpret, apply and explain pertinent provisions of federal and state regulations.
- Develop effective partnerships and collaborative efforts between groups, agencies and departments.
- Manage and operate new initiatives or a start-up program.
- Effectively relate to socially disadvantaged students.
- Supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:*

**Experience:**

Five years experience in a community college setting including two years of administrative and supervisory responsibility.

**Education/Training:**

Equivalent to a Master's degree from an accredited college or university with major coursework in related field.

**License and/or Certificate:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time. Must be able to travel between site locations.