

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Project Director

Department: Grant Funded Student Programs

FLSA Status: Non-exempt

Staff Category: Confidential and Supervisory Team

Salary Range: 45

Supervision Received From: Director, Grant Funded Student Programs

Original Date: September 2015

Supervision Given: Assigned classified, short-term, student, and volunteer positions In Grant Funded Student Programs

Last Revision: December 2018 – title change; formerly was Supervisor, TRIO/Upward Bound Classic and TRIO/Upward Bound Rural

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.

JOB SUMMARY.

Responsible for performing administrative activities related to planning, implementing, and coordinating program activities, including supervising program staff, and overseeing the day-to-day operations of the TRIO/Upward Bound Classic and TRIO/Upward Bound Rural grants.

DISTINGUISHING CHARACTERISTICS.

The Supervisor, TRIO/Upward Bound Classic and TRIO/Upward Bound Rural is distinguished from other supervisory classifications in the Student Services division by its responsibility for the supervision of the TRIO/Upward Bound Classic and TRIO/Upward Bound Rural grants. It is distinguished from the Project Director class that oversees the GEAR UP grant by its lesser scope of responsibility, and it is distinguished from the other Project Director classes within the Confidential and Supervisory Team by its sole oversight of TRIO/EOC and TRIO/ETS programs.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Supervises, oversees, organizes, and coordinates the day-to-day program activities and communications of TRIO/Upward Bound Classic and TRIO/Upward Bound Rural to ensure efficient and effective office operations, including the investigation, troubleshooting, and resolution of a variety of internal and external issues.
3. Oversees the day-to-day operations of the TRIO/Upward Bound Classic and TRIO/Upward Bound Rural grants; facilitates the development and implementation of all aspects of the grants.
4. Participates in the development of and implements procedures to recruit, assess, and select participants for the program; conducts intake process to determine eligibility and acceptance of new applicants to the program; monitors student success in the programs on an ongoing basis.
5. Serves as liaison between TRIO/Upward Bound Classic and TRIO/Upward Bound Rural, the College, and the District's administration and faculty; communicates project goals and objectives to the College community, District

administrators and faculty, high school administrators, high school counselors, partner TRIO programs, and past and current students.

6. Participates in the development and implementation of program policies and procedures promoting the retention and graduation of participating students.
7. Creates, coordinates, and oversees all aspects of the TRIO/Upward Bound annual Summer Residential Component program for high school students at host institutions; selects, hires, and supervises short-term program staff; serves as a residential advisor and supervises the program's students; program staff; enforces program regulations and resident hall guidelines; ensures student and staff safety; serves as a liaison between the host institution and the College; assesses summer classes, trips, activities, and student learning outcomes related to the program.
8. Develops and maintains a comprehensive student database for reporting and participant tracking;. compiles, assembles, and disseminates requested program data; prepares a variety of studies and reports, including participating in the preparation of the TRIO/Upward Bound Classic and TRIO/Upward Bound Rural Annual Performance Reports.
9. Administers and maintains the TRIO/Upward Bound Classic and TRIO/Upward Bound Rural grant budget in accordance with District policies and procedures and in compliance with requirements and regulations of the funding agency.
10. Maintains currency regarding TRIO/Upward Bound Classic, TRIO/Upward Bound Rural grants and relevant U.S. Department of Education policies and grant terms and conditions to ensure program compliance throughout the period of federal support.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Supervisory principles and practices, including selection, training, evaluating, and discipline.
2. Applicable federal, state, and local codes, laws, and regulations.
3. Policies and objectives of assigned programs and activities.
4. Customer service principles, including the use of tact, patience and courtesy.
5. Database management principles and practices.
6. Budgeting principles and practices.
7. Principles and practices of student learning and related assessment methods.
8. Safety precautions applicable to a residence hall environment.

Skill in:

1. Selecting, supervising, training, delegating tasks to, and evaluating staff.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Interpreting complex data and information.
6. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
7. Communicating clearly and concisely, both orally and in writing.
8. Mediating difficult and/or hostile situations, including emergencies.
9. Effectively responding to all situations and incidents using sound judgment and decision-making skills.
10. Interpreting and applying applicable rules, regulations, and policies governing assigned grants.

11. Managing multiple priorities simultaneously.
12. Managing databases.
13. Working independently with little direction.

Experience and Training Guidelines

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

Experience:

Four years of increasingly responsible experience in planning and coordinating educational grant or specially funded educational programs, including one year of supervisory or lead experience.

Education/Training:

A master's degree from an accredited institution in education, counseling, psychology, sociology, or a related field.

License/Certificate:

A current, valid California Driver's License is required by time of appointment.

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 for ambulating for extended periods of time and performing required duties. Must be able to travel between District locations and other sites.

TERMS OF EMPLOYMENT.

All positions in this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.