

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**Classification Title: Title III/STEM Project Supervisor**

**Department: Mathematics and the Natural and Health Sciences**

**FLSA Status: Non-exempt**

**Staff Category: Confidential and Supervisory Team**

**Salary Range: 45**

**Supervision Received From: Dean, Instructional, Mathematics and the Natural and Health Sciences**

**Original Date: July 2013**

**Supervision Given: Assigned Classified, Hourly, and Volunteer Employees**

**Last Revision: July 2013**

*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**

Supervises, coordinates, and provides leadership for the successful implementation of the Title III/Hispanic Serving Institution (HSI)/Science, Technology, Engineering, and Mathematics (STEM) grant; coordinates the Title III/HSI/STEM goals, objectives, and strategies in the areas of the Teaching Learning Centers, Professional Development, and other activities as they relate to the grant.

**DISTINGUISHING CHARACTERISTICS**

The Title III/HSI/STEM Project Supervisor is distinguished from other Title III/HSI/STEM classes by its full supervisory authority over assigned classified, hourly, and volunteer staff.

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

1. In conjunction with appropriate administrators and members of the Title III/HSI Committee, provides leadership and oversight for implementation of the Hispanic Serving Institutions grant (Title III), with special focus on goals, objectives, and strategies; in concordance with faculty and administration, develops and implements policies and procedures concerning the operation of Title III programs; coordinates project organization, scheduling, implementation, and evaluation.
2. Supports faculty and staff development as it pertains to the grant; assists faculty in development/implementation of new instructional methodologies and curriculum; collaborates with faculty and administrators on development and implementation of program services; participates in and coordinates meetings with other key Title III personnel, college committees, and District committees.
3. Coordinates evaluation services, including assessment, data collection, and analysis; assures compliance with federal, state, and local requirements and with a variety of narrative and statistical reports, records, files, budgets, accounts, and services to students; assures the maintenance of accurate records and files.
4. Performs a full range of supervisory activities in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime as required; preparing and signing employee performance evaluations; recommending salary

reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

5. Serves as liaison between Title III participants and college administration; communicates orally and in writing with the college, the community, and the local schools to further program goals; represents and communicates Title III initiatives to the College and local community.
6. Completes and submits activity reports, mid-year reports, and the Annual Performance Report; manages and monitors grant budget; provides monthly summary to the Assistant Superintendent/Vice President for Instruction or designee.
7. Participates in shared governance through service on planning and/or operations committees and task forces; participates in local, regional, state, and federal activities related to the Title III grant.

**Marginal Functions:**

Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

1. Policies and objectives of assigned programs and activities.
2. Supervisory principles and practices, including selection, training, evaluating, and discipline.
3. Applicable federal, state, and local codes, laws, and regulations.
4. Modern office procedures, methods and equipment using computers and applicable software programs, including word processing and database management systems.
5. Budget preparation and management.
6. Basic research methods and report writing techniques.
7. Interpersonal and multicultural leadership principles, including the use of tact, patience and courtesy.
8. Proper English usage, spelling, grammar, and punctuation.

**Skill in:**

1. Planning, organizing, and directing grant activities.
2. Supervising, training, evaluating, and directing the work of others.
3. Interpreting and applying rules, regulations, and policies governing federal grants.
4. Interpreting and applying applicable federal, state, and local rules, regulations and policies.
5. Utilizing a computer and related software applications.
6. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
7. Establishing and maintaining effective working relationships with those contacted in the course of work, including college and community contacts.
8. Prioritizing and scheduling multiple activities simultaneously.
9. Ensuring accuracy in all documents, reports, and correspondence released to the college community and the public.
10. Preparing clear and concise reports.
11. Communicating clearly and concisely, both orally and in writing.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.

## **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:**

Three years of closely-related experience coordinating or managing complex programs or projects, including supervisory responsibilities.

### **Education/Training:**

#### **Required:**

Equivalent to the completion of a Bachelor's degree in education, business, or a related field.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

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

### **Physical Conditions:**

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

## **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.