



Classification Title: Supervisor, STEM Center

Department:	Mathematics and the Natural and Health Sciences	EEO6 Code:	1
Employee Group:	Confidential and Supervisory Team (CAST)	Salary Grade:	45
Supervision Received From:	Dean, Instructional, Mathematics and the Natural and Health Sciences	Date of Origin:	2011
Supervision Given:	Assigned classified, hourly, and volunteer employees in Mathematics and the Natural and Health Sciences	Last Revision:	2017 (title change – was Title V/HSI/STEM Project Supervisor)

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 by individual positions.

JOB SUMMARY.

Supervises, coordinates, and provides leadership for the successful implementation of the Title V/Hispanic Serving Institution (HSI) grant, especially as it relates to supporting the retention and academic success of Hispanic, low-income, and at-risk students in the science, technology, engineering and mathematics (STEM) fields; coordinates the Title V goals, objectives, and strategies of the grant including the STEM Center, Curriculum and Program Improvement, and Guaranteed Student Transfer and Placement, and other activities as they relate to the grant.

DISTINGUISHING CHARACTERISTICS.

The Title V/HSI/STEM Project Supervisor is distinguished from other supervisory classes that oversee STEM activities by its fulfillment of Title V/HSI grant initiatives and coordination of Title V/HSI projects and activities.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: 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 District 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 reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Under direction from the Dean, Instructional, Mathematics and the Natural and Health Sciences and in conjunction with appropriate administrators and members of the Title V/HSI Committee, provides leadership and oversight for implementation of the HSI grant (Title V) with a special focus on goals, objectives, and strategies.
3. In concordance with faculty and administration, develops and implements policies and procedures concerning the operation of the Title V program; coordinates project organization, scheduling, implementation, and evaluation.
4. 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 V personnel and District committees.
5. 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.
6. Serves as liaison between Title V participants and District administration; communicates orally and in writing with other

District employees, the community, and local schools to further program goals; represents and communicates Title V initiatives to the District and the community it serves.

7. Completes and submits activity reports, mid-year reports, and the Annual Performance Report; manages and monitors the grant budget; provides a monthly summary to the Assistant Superintendent/Vice President for Instruction or designee.

Marginal Functions:

1. Participates in shared governance through service on planning and/or operations committees and task forces.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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 full-time equivalent related experience working directly with faculty and staff supervising, managing, and/or serving in a lead role coordinating complex programs or projects.

Education/Training: Equivalent to a bachelor's degree from an accredited college or university in an academic field related to the educational concerns of Hispanic, low-income, or at-risk students or a STEM field.

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.
10. Preparing clear and concise reports.
11. Communicating clearly and concisely, in both oral and written English.
12. Establishing and maintaining cooperative working relationships with those contacted in the course of work.

13. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; repetitive use of hands for extensive use of keyboards.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.