

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Director, Grant Funded Student Programs (GFSP)

Department: Grant Funded Student Support Programs (GFSSP)

FLSA Status: Exempt

Staff Category: Administrative Association (Educational Administrator)

Salary Range: 68

Supervision Received From: Dean, Counseling Services

Original Date: July, 2012

Supervision Given: Faculty, Supervisory and Classified Staff in GFSSP

Last Revision: July, 2012

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 planning, organizing, budgeting, implementing and evaluating the District's Grant Funded Student Support Programs, and ensuring compliance with Federal, State, local educational agencies, community partner organizations, and foundation program requirements.

DISTINGUISHING CHARACTERISTICS.

The Director, GFSP is distinguished from the Supervisor, GFSP by its vast responsibility and accountability for writing/securing, planning and implementing multiple programs as well as ensuring programs are in compliance with Federal, State, and other related requirements.

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. Organizes, directs, controls, and oversees the District's educational outreach and student retention programs funded by Federal, State, local educational agencies, private and corporate foundations, non-profit community organizations and commerce groups.
3. Directs subordinates and oversees and directs the completion of work by programs staff under his/her supervision; provides management oversight of employee disciplinary actions.
4. Develops, plans, and writes program plans for GFSPs, including analyzing and interpreting regulations and assessing needs and resources; monitors and evaluates program goals, objectives, student outcomes, program accomplishments and related issues.

5. Collaborates with internal departments and external agencies to evaluate and interpret Federal, State, and local regulations, policies and procedures, evaluating needs, options and funding requirements.
6. Seeks, contracts with, and uses external computer database vendors and compiles and analyzes program data and statistics for formative, summative and annual reports.
7. Develops, directs, and implements outreach and retention programs and services for economically and educationally disadvantaged students and English as a Second Language and pre-literate immigrant students; requests, reviews and analyzes reports and information for program components, including counseling services, budgets, outreach efforts, eligibility, student participation and related items.
8. Develops and implements policies and procedures concerning the operation of applicable programs; implements program initiatives as required by changing Federal regulations, new legislation governing Title 5 of the California Code of Regulations and the local strategic planning council; revises program procedures and disseminates to applicable interested parties.
9. Directs, organizes, implements, and oversees long and short-range programs and activities designed to develop specific programs and support the District's institutional strategic plan; directs and oversees recruitment and outreach efforts in feeder high schools and local communities; provides assistance with the implementation of early acceptance program plans.
10. Supervises and evaluates programs at multiple off-campus sites and remote locations; monitors program participation and facilitates teacher/instructor evaluations; monitors the submission of attendance rosters; responds to student and classroom needs.
11. Prepares, submits, and monitors the annual budget for the assigned department; researches and approves expenditures for services, supplies and equipment in accordance with established policies, procedures and protocols; solicits and evaluates funding options and requirements; prepares related budgetary and financial reports.
12. Plans, organizes, directs and controls 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.
13. Assures compliance with Federal, State and local requirements with a variety of narrative and statistical reports, records, files, budgets, accounts and services to students; assures the maintenance of accurate records and files.
14. Develops and monitors comprehensive outreach programs to contact and recruit GFSP students; develops and monitors pre-enrollment services; oversees the production and dissemination of information to publicize program resources and services.
15. Develops, implements, and monitors contractual agreements.
16. Identifies and utilizes businesses and special sources for funding.
17. Researches, develops, and writes continuing local, State, Federal, corporate and private grants to further program goals; prepares grant proposals according to District policies and procedures.

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. Managerial and educational administration principles and practices.
2. Grant funded student programs guidelines, services and reporting requirements.
3. Technical aspects of field specialty.
4. Writing, securing and implementing grants, partnerships, collaborations, and agreements therein for grant proposals, grant implementation and grant evaluations.
5. Retention and matriculation programs and services for disadvantaged, first-generation, diverse and/or disabled students.
6. Basic research methods and report writing techniques.
7. Database management principles.
8. Assessment and student/program tracking systems.
9. Program evaluation, including qualitative and quantitative analyses, and multiple methods for comprehensive program evaluations.
10. Elementary, secondary, post-secondary and terminal degree educational programs, curriculum, policies and support services.
11. College and university outreach, application/acceptance, enrollment, matriculation, transfer and graduation requirements, including academic majors and support services.
12. Budgeting principles and practices.
13. Federal, State, foundation, and funder grant management and administration principles and practices.
14. Public relations principles, including the use of tact, patience, and courtesy.
15. Community college organization, operations, policies, and objectives.
16. Target populations in the District's communities.
17. Community outreach principles, practices and methodologies.
18. Applicable Federal, State and local codes, laws and regulations.
19. Work ethics and laws pertaining to working with minors, especially those applicable to safety, security, and illnesses and injuries.
20. Parent education programs, parent involvement in education, and parents' rights and responsibilities in K-12 and higher education.
21. Federal, State and institutional/organizational student financial aid applications, including the Free Application for Federal Student Aid (FAFSA), scholarships, grants, loans, packages and essays.
22. Resource acquisition, including obtaining discounts, donations, contributions and free goods and services for 501(C)(3) organizations, impoverished individuals and grant programs, especially for match fiscal requirements.

Skill in:

1. Supervising, training and directing the work of others, including supervisors who direct subordinates and oversee students.
2. Utilizing a computer and related software applications unique to each grant program and the District.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing, administering and maintaining multiple program budgets.
6. Interpreting complex data and information.

7. Communicating clearly and concisely, both orally and in writing.
8. Mediating difficult and/or hostile situations.
9. Compiling and organizing data from a variety of sources.
10. Maintaining accurate and complete records.
11. Maintaining confidentiality and exercising discretion.
12. Planning, coordinating, organizing, and directing grant funded student programs.
13. Developing effective partnerships and collaborative efforts between groups, agencies and departments.
14. Directing, managing and administering new initiatives or start-up programs.
15. Relating effectively to economically and educationally disadvantaged students.
16. Communicating clearly and concisely, both orally and in writing.
17. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
18. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
19. Projecting, preparing and controlling a budget; managing multiple budgets with overlapping fiscal years while ensuring compliance with all distinct policies and procedures; and reconciling budgets based on their start/end dates for each fiscal and calendar year.
20. Working independently with little direction.
21. Preparing reports by compiling and organizing data from a variety of sources.
22. Maintaining accurate and complete records.
23. Managing employees, volunteers, faculty and staff who oversee middle school, high school, and college students for programs, services, activities, events, field trips, overnight accommodations and with transportation.
24. Working with K-12 school districts and school site administration, school leaders, teachers, and parents.

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:

Five years of progressively responsible experience in providing programs and services for economically or educationally disadvantaged students, including two years of educational program supervisory experience.

Education/Training:

Master's degree in education, counseling or a related field.

License and/or Certificate:

Possession of, or ability to obtain, a 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 for ambulating for extended periods of time and performing required duties. Must be able to travel between education centers, satellite sites and other District locations.