PALOMAR COLLEGE

Classification Title: Project Director, Student Success Program

Department:	Multiple	**EEO6 Code:**	1
Employee Group:	Administrative Association (Classified Administrator)	**Salary Grade:**	52
Supervision Received From:	An Assigned Administrator	**Date of Origin:**	12/2024
Supervision Given:	Assigned Classified, hourly, and volunteer employees	**Last Revision:**	12/2024

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.

Manages, plans, coordinates, and administers day-to-day operational activities for a District student support program working with diverse student populations; implements and evaluates program initiatives aimed at addressing the disproportionate impact on underserved/underrepresented students; enhances academic achievement, provides support services, and fosters an inclusive campus environment that promotes retention and success; assist in and performs operations functions including planning, budget, oversight of contracts, coordinating with human resources, procurement and customer service; ensures employee health and safety laws, regulations, policies and safe work practices are maintained and enforced in division laboratories and studios; plans and provides oversight of all program events and activities; coordinates program functions and activities with other staff, faculty and administration groups.

DISTINGUISHING CHARACTERISTICS.

Project Director, Student Success Program is distinguished from other District managers by the former's responsibility for managing, planning and coordinating operations and support functions for a District student support program working with diverse student populations to include such functions as implementing and evaluating program initiatives aimed at addressing the disproportionate impact on underserved/underrepresented students; enhancing academic achievement; providing support services; and fostering an inclusive campus environment that promotes retention and success. The Project Director also oversees program workflows and processes and in meeting all reporting timelines.

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 in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, 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. Plans, manages, coordinates, and evaluates business and support functions and activities of a District student support program, including planning, budget, coordinating with human resources, procurement, contract administration, work planning and management, reporting, customer service and related matters; evaluates and reports on program operations and assesses improvement opportunities and program needs; implements and evaluates program initiatives aimed at addressing the disproportionate impact on underserved/underrepresented students; enhances academic achievement, provides support services, and fosters an inclusive campus environment that promotes retention and success.

3. Participates in and oversees development and implementation of goals, objectives, policies and priorities for program initiatives, projects, services and activities while ensuring compliance with applicable federal, state and local laws, codes, rules and regulations; recommends and administers program, division and District policies and procedures; collects, analyzes, and reports data on student retention, needs assessment, academic progress, and overall program effectiveness; monitors and evaluates the efficiency of program work and procedures; prepares program related reports and presentations; recommends appropriate service and staffing levels.

4. Advocates and manages the support for current and potential students regarding various forms/applications, program and matriculation requirements, academic and career interests, assessment needs, and scheduling appointments; represents the program to increase visibility and advocacy for student success; oversees the use of specialized software and the internet for program related functions; serves as a resource to faculty, staff, administration, students and the public on matters related to program services, resources, policies and procedures, including identifying and resolving problems and providing training.

5. Collaborates across divisions to create culturally responsive learning communities to include providing input on curriculum development, supplemental instruction and tutoring, career development and readiness, mental health and academic counseling, and additional student support resources.

6. Develops and administers program budgets including forecasting funding needs for staffing, equipment, materials and supplies; analyzes program expenditure estimates, requests and proposals, identifies issues and concerns and advises on appropriate actions; leads and participates in regular review of expenditure trends vs. budget; follows up with the Administrator regarding budget variances and works to resolve any areas of budget vs. expenditure concern; prepares and processes budget transfers and other budget adjustments subject to Administrator approval; reviews, approves, monitors and processes procurement requests; participates in development, processes and monitors contracts and approves expenditures; identifies and pursues grant opportunities and other funding sources in collaboration with the Grants Manager to support program initiatives.

7. Serves as a program liaison with Human Resources regarding recruitment, selection, and on-boarding of program staff; trains program employees; responds to requests and provides information to program employees on payroll, travel and a variety of other human resource policies and procedures; may represent the Administrator in meetings regarding employee matters.

8. Plans and manages program events and activities including contracting for guest speakers and recruiting for temporary workers and volunteers; oversees databases of participants and/or vendors; oversees the coordination of logistics, correspondence and marketing materials; works with other District departments and staff to publicize events and activities; monitors and reports on events and activities expenditures; responds to questions and resolves concerns and complaints.

9. Represents the program and participates in outreach activities; contacts and recruits program students; develops and oversees pre-enrollment services; works with community, business, industry and other educational institutions to promote program services and resources; builds partnerships with community-based organizations, advocacy groups and local leaders to create a support network for program students; contributes to the development and implementation of outreach, marketing and public relations plans and processes for program and services; collaborates with staff in developing on- and off-campus opportunities; participates in relevant student and community groups to foster a positive climate of innovation in program and services.

10. Manages and oversees the preparation and maintenance of records, files, logs and reports related to program operations, personnel, inventory, work requests, work performed and accident and safety issues.

11. Interprets and applies applicable federal, state and program policies, procedures, and guidelines; remains current on applicable legislative decisions and developments; keeps abreast of program related trends, innovations and technologies.

12. Manages and oversees program compliance with the District's Injury and Illness Prevention Program; ensures the maintenance of safe and secure environments through enforcing safe work practices, reporting and investigating

accidents, maintaining necessary documentation and requiring employees to receive mandated training including training on the safe operations of equipment and tools.

<u>When Assigned to the Asian American, Native Hawaiian, and Pacific Islander (AANHPI) Student Success Program</u>:

13. Aligns program design, development and implementation of California Education Code 79511 with the AANHPI Student Achievement Program.

Marginal Functions:

1. Oversees the development and maintenance of program websites.

2. Participates in/on a variety of committees, task forces, boards, workshops, meetings, and/or other related groups to receive and/or convey information.

3. Participates in shared governance through service on planning and/or operations committees and task forces.

4. Performs related duties and responsibilities as required.

<u>QUALIFICATIONS.</u>

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:

Education/Training: A bachelor's degree from an accredited college in a related field.

Experience: Five years of experience working with underserved/underrepresented students or a similar program specific population, including two years of supervisory experience.

Licenses/Certificates: Possession of an appropriate, valid California Driver's License by time of appointment.

Knowledge of:

1. Leadership and managerial principles and practices, including selection, training, evaluating, and discipline.

2. Principles, practices, procedures and techniques of budget preparation, administration and maintenance including District budget development and administration policies, practices and procedures.

3. Principles and practices of public agency purchasing and contracting applicable to assigned responsibilities.

4. Issues in higher education for diverse students of assigned program.

5. Culture and community resources for diverse students of assigned program including grants and other assistance programs.

6. Diverse educational needs of students of assigned program.

7. Outreach and recruitment techniques, methods, programs, and processes.

8. Principles, practices, methods and techniques of event/project management.

9. Federal, state and local laws, codes, rules, regulations and court decisions applicable to assignment and diverse community college students.

10. Research methods and data analysis techniques.

11. Modern office procedures, methods, and equipment including computers and applicable software programs relevant to assigned area of responsibility.

12. Principles and practices of sound business communications including correct English usage, spelling, grammar, punctuation.

13. Principles, practices, concepts and best practices used in customer service, public relations, public speaking and community outreach.

14. Principles and techniques of effective event planning.

15. Community college programs, services, operations, and activities.

16. College human resources policies and labor contract provisions.

Skill in:

1. Planning, organizing, managing and coordinating business and student support operations for a student support program working with diverse student populations including planning, budgeting for operations and events, human resources coordination, procurement, contracting and customer service.

2. Analyzing complex operational and administrative problems, evaluating alternatives and recommending or implementing effective courses of action.

3. Selecting, supervising, training, evaluating and overseeing the work of staff.

4. Developing and implementing goals, objectives, policies, procedures, work standards and management controls.

5. Coordinating events and activities effectively with other individuals and organizations.

6. Collecting, compiling, analyzing and making sound recommendations on budget and expenditure data, programs and processes.

7. Selecting appropriate methodologies and performing complicated mathematical and statistical calculations and analyses.

8. Reading, understanding, interpreting, explaining and applying applicable federal, state and local codes, rules, regulations, policies and procedures.

9. Preparing clear, concise and comprehensive records, reports, correspondence, presentations and other written materials.

10. Working collaboratively with College administrators, managers and staff to provide effective and efficient activities, events and support services.

11. Utilizing a computer and related business and specialized software applications applicable to the assigned student support program.

12. Communicating clearly and effectively and conveying sensitive information, both orally and in writing.

13. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.

14. Maintaining confidentiality and exercising tact, diplomacy and discretion in dealing with sensitive, complex, confidential issues and situations.

15. Establishing and maintaining effective working relationships with those encountered in the course of work.

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 require mental and physical fitness to perform necessary job functions with or without accommodation. Must be able to travel as needed between District locations and other sites.

TERMS OF EMPLOYMENT.

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