

## **Imperial Valley College**

### **Director, TRiO Programs – Upward Bound**

#### **DEFINITION:**

Under the supervision of an appropriate supervisor, the Director of TriO Programs – Upward Bound provides vision, leadership, direction and coordination for the TRiO Programs/Upward Bound in partnership with the leadership of partnering school districts and secondary school administrators; provides for a comprehensive college preparation and retention services for students from low income, first generation backgrounds in compliance with state and federal regulatory guidelines; establishes partnerships with colleges/universities, districts, business/industry, and other community stakeholders to leverage resources and support to strengthen and expand direct services to program participants; establishes and maintains a supportive program atmosphere of positive challenge, relevancy, and academic achievement to pursue postsecondary education.

#### **EXAMPLES OF DUTIES**

- Provides management, leadership, and coordination of TRiO programs/Upward Bound.
- Provides supervision and direction to assigned staff and student workers.
- Provides leadership for all program outreach to recruit, identify, and select program participants; plan and conduct presentations to community, campuses and target schools.
- Maintains compliance with State and Federal regulatory guidelines.
- Ensures that students' program files are updated, maintained, and reported in accordance with Family Education Rights and Privacy Act (FERPA); monitors students' academic and assessment records to analyze satisfactory academic progress; compiles and analyzes evaluation data to identify barriers to progress; provides recommendations for interventions for students experiencing and demonstrating academic difficulties.
- Designs, implements, and monitors TRiO program evaluation; organizes, develops, and disseminates informational materials to internal and community stakeholders; develops, reviews, and modifies program operational policies, manuals, handbooks, and other materials required for program operations.
- Prepares and submits mid-year and annual performance reports on program and participant progress; develops and recommends appropriate budgets and budget narratives for multiple programs; supervises expenditures and maintains fiscal responsibility; adheres to responsibilities and requirements for all grant reporting program regulations; ensures maximization of funds to adhere to and implement specialized grants and programs; and maintains time and effort reports.

- Participates on recruitment committees to hire personnel; conducts staff and team meetings; implements staff development programs for personnel; and conducts performance evaluations of staff and other personnel.
- Attends a variety of meetings, including District management meetings, Board Meetings, school Board Meetings, community meetings, target school meetings, advisory council meetings, faculty meetings, and County/Regional advisory committee meetings; represents the college's TRiO programs on Regional Consortiums and other regional workgroups.
- Coordinates and supervises various program activities; advising, campus tours, other field excursions, Financial Aid and financial literacy programs, orientation, Saturday Academies, and Summer Bridge/Summer Academies.
- Participates in on campus strategic planning committees, Student Success Committees, and college teams to support the development, implementation, and evaluation of strategic planning efforts by faculty, administration, staff, and students.
- Works with the Office Institutional Research, appropriate supervisors, and consultants to provide framework and create grant proposals in coordination with state and federal offices and agencies.
- Collaborates with faculty, other categorical, district, and community partners to coordinate academic and other student development opportunities for program participants.
- Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study, participation in professional development opportunities and organizations.
- Performs other related duties as assigned.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Have an understanding of community college students, their diverse ethnic, social economic and cultural backgrounds.
- Knowledge of grant funding TRiO Programs, and student services initiatives.
- Ability to problem solve, make decisions, and achieve consensus.
- Knowledge in counseling techniques and theories.
- Knowledge of new technologies as tools for learning, teaching, and managing work.
- Plan, organize, direct, administer, develop, and implement approaches to address student needs.
- Knowledge of state and federal grants, rules and guidelines
- Ability to communicate effectively, written and oral.
- Ability to direct, manage, and evaluate faculty and staff
- Knowledge of budget development and fiscal management
- Knowledge of California Education Code

**MINIMUM QUALIFICATIONS:**

Possession of a relevant master’s degree in education, counseling, psychology, social work, sociology, business, or career development, and one year of formal training, internship, or leadership experience reasonably related to the administrator’s assignment or the equivalent.

***DESIRED QUALIFICATIONS:***

Grant-funded project management experience at the federal or state level and community college/university level preferred. Additional experience desired in working with and developing innovative or alternative education and student development programs addressing the needs of a diverse student population.

**WORKING CONDITIONS:**

Environment: Office and overnight travel, including out of state extended field trips.

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

- 1. Seldom: Less than 25 percent
- 2. Occasional: 25 to 50 percent
- 3. Often: 51 to 75 percent
- 4. Very Frequent: 76 percent and above

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**STATUS/RATIONALE**

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the TRiO Programs/Upward Bound of the College and the District.