

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, TALENT SEARCH GRANT PROGRAM

THIS POSITION IS CATEGORICALLY FUNDED AND EXISTS BASED ON THE AVAILABILITY OF FUNDS. IF FUNDS CEASE TO BE AVAILABLE, THE DISTRICT MAY, AT ITS DISCRETION, IMPLEMENT A REDUCTION IN FORCE THAT COULD RESULT IN THE ELIMINATION OF THE POSITION.

BASIC FUNCTION

Under the direction of the Dean of Counseling Services, the Director, Talent Search Grant Program is responsible for the administration of the federally funded educational opportunity program for low-income, first-generation students from middle and high schools. The Talent Search Program provides support services to successfully retain students through high school graduation and postsecondary enrollment. Leadership will include the supervision of program staff, program expenditures, budget management, and campus facilities for the Talent Search Program. The Director, Talent Search Grant Program will administer projects throughout the district by consistently coordinating, updating, and revising the program to assure compliance with federal regulations.

REPRESENTATIVE DUTIES

1. Responsible for overall administration and implementation of the Talent Search Program;
2. Directly supervises program staff;
3. Prepares continuation grant proposals and annual budget;
4. Compiles semi-annual, annual, and other program reports;
5. Conducts project evaluation;
6. Monitors compliance with all Talent Search Program regulations and legislation;
7. Monitors and administers program budget to guarantee adherence to U.S. Department of Education and district requirements;
8. Develops and maintains electronic student database system;
9. Identifies, recruits, and selects project participants, and determines eligibility for services;
10. Organizes and conducts in-service training of professionals and other staff;
11. Designs and implements program staff development activities;
12. Develops Talent Search Program manual of policies, procedures, forms, and community contracts;
13. Defines and directs work of peer mentors and tutors;
14. Disseminates program information to students, families, college staff, and the community;
15. Maintains communication with middle and high school principals and counselors, district counseling faculty, district administrators, community agency representatives, and colleagues at other colleges to ensure that enhanced services are made available to all program participants;
16. Regularly participates in district committees and Student Success division and other administrative meetings;
17. Represents the program and serves as an advocate for needs of disadvantaged students;
18. Coordinates with other state and regional Talent Search Programs; and
19. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Talent Search Programs; educational advising; college survival; student development and learning theory; impact of culture on learning, learning styles, and strategies; peer training and tutoring processes; correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary; computer

and data collection; program reporting; interpersonal communication; various computer software, including Microsoft Office Suite

Ability to: counsel and advise youth; organize, administer, and supervise a program; manage a budget

EDUCATION AND EXPERIENCE

1. Bachelor's degree required in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development or a California License in Marriage, Family, and Child Counseling (LMFCC), or the equivalent, AND
2. One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment, AND
3. Two (2) years of academic advising, counseling, supplemental instruction, and/or teaching experience, especially with students from diverse backgrounds, AND
4. A demonstrated sensitivity to, respect for, and understanding of the needs of economically and educationally disadvantaged populations is required.

DESIRED QUALIFICATIONS

1. Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development from an accredited college or university or equivalent foreign degree
2. Experience in designing and implementing comprehensive educational programs
3. Experience with an educational equity program
4. Experience in effectively handling interpersonal crisis situations
5. Experience supervising and evaluating employees
6. Successful grant-writing experience
7. Effective oral and written communication skills
8. Demonstrated ability to manage financial resources with a record of fiscal responsibility and accountability
9. Demonstrated advocacy for students and students' needs

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Frequent outreach activities at middle schools and other locations. Requires evening and weekend responsibility and travel to local and regional sites.

EMPLOYMENT STATUS

Classified Supervisor

Leadership VII

Board Approval: October 21, 2016