

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, UPWARD BOUND

BASIC FUNCTION

Under the direct supervision of the Vice President, Student Success, the Upward Bound Director has primary responsibility for administering all aspects of this federally funded TRIO grant program. The Director will primarily be responsible for selecting and providing advising support to participants, managing and tracking federal funds, recordkeeping, implementing project activities, hiring and supervising staff, conducting project evaluations and meeting reporting requirements as set by the U.S. Department of Education.

REPRESENTATIVE DUTIES

1. Lead and administer the Upward Bound project, the summer residential program, and the academic year components. This may require some evenings weekends.
2. Assess the progress and personal development needs of Upward Bound participants and develop the educational strategy to address those needs.
3. Maintain a project budget and track all financial expenditures.
4. Assist in selecting, hiring, training, supervising, and evaluating full-time and part-time program staff.
5. Supervise and coordinate the activities of personnel as they identify, recruit, and provide designated services for students.
6. Select eligible participants from local target high schools.
7. Provide accurate records for reporting progress to the U.S. Department of Education and ensure compliance with federal legislation and regulations.
8. Represent the project at school and community events.
9. Conduct follow up contacts and a longitudinal study of program graduates.
10. Monitor and maintain compliance with the specifications of the grant and Upward Bound federal regulations.
11. Chair a parent and community advisory committee.
12. Conduct personal interviews with applicants and their parents for possible admission into the program.
13. Grant writing.
14. Perform other assignments, including committee membership and other responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: State and federal laws and regulations governing related grant activities and California Community Colleges, district policies and procedures, the mission and student population of California Community Colleges and the Coachella Valley, student development, counseling and advising, financial aid resources, financial literacy, research and assessment, supplemental instruction and tutorial services, strategies to increase student retention and college completion, resources and services that can benefit students from traditionally disadvantaged backgrounds, management and staff professional development, interpersonal skills including tact, patience, and diplomacy.

Ability to: Work with internal and external participants in building and maintaining positive relationships; develop and manage a program budget; assist faculty and staff in developing and implementing strategies to improve student success; prepare and submit reports to supervisors and reporting agencies; utilize computer technology and appropriate software programs; communicate effectively both orally and in writing; demonstrate an understanding and sensitivity to the needs of diverse students, especially those from traditionally disadvantaged backgrounds; attend local, regional and national conferences.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree required, 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 experience in student services, tutoring, supplemental instruction or counseling in a post-secondary academic environment; experience working with first-generation 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.

DESIRABLE QUALIFICATIONS

1. Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development
2. Two (2) years of academic advising, counseling, supplemental instruction, and/or teaching experience, especially with students from diverse backgrounds
3. Experience in designing and implementing comprehensive educational programs
4. Experience with an educational equity program
5. Experience in effectively handling interpersonal crisis situations
6. Experience supervising and evaluating employees
7. Successful grant-writing experience
8. Effective oral and written communication skills
9. Demonstrated ability to manage financial resources with a record of fiscal responsibility and accountability
10. Demonstrated advocacy for students and students' needs

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Office environment primarily, outdoors as needed. Constant interruptions. Requires some evening and weekend responsibilities.

EMPLOYMENT STATUS

Classified Supervisor

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Leadership VII