

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **PROGRAM DIRECTOR, TRIO**

*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.*

### **SUMMARY DESCRIPTION**

Under general direction, assume responsibility for the coordination and management of one or more TRIO Programs working with low-income and first-generation students in Community College institutions.

This position is specially-funded. Continuation of this position is contingent upon available funding.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume responsibility for overall program development and implementation related to assigned TRIO program.
2. Assume responsibility for program monitoring, evaluation, accountability, and reporting requirements; conduct ongoing program review; evaluate the effectiveness of programs and services; develop and implement changes to improve effectiveness.
3. Assume responsibility for developing academic support service systems appropriate to TRIO students in collaboration with Instructional Student Services faculty.
4. Assume responsibility for the development of promotional materials for dissemination to targeted interest groups both on campus and in the community.
5. Monitor assigned budget including budget expenditures; prepare budget reports as required.
6. Select, train, motivate, and evaluate assigned personnel including adjunct counselors, classified staff, and student assistants and tutors; provide day-to-day supervision; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Maintain and conduct regular schedule of counseling, registration, and students educational plan appointments as determined by program needs.
8. Perform related duties as required.

### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

1. Principles and practices of program development and administration.
2. Planning and organizational principles and techniques
3. Principles and practices of budget preparation and administration.
4. Grant management procedures.
5. Student case management principles and practices.
6. College admission and financial aid requirements.
7. The California community college system is highly desirable.
8. Principles and practices of fiscal, statistical, and administrative research and report preparation.
9. Pertinent federal, state, and local laws, codes, and regulations including local, state, and federal laws, regulations, restrictions, and requirements related to area of assignment.
10. Federal program evaluation and reporting requirements.

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11. Principles of supervision, training, and performance evaluation.
12. Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
13. Interpersonal skills using tact, patience, and courtesy.
14. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

1. Coordinate, manage, direct, and provide effective leadership for one or more TRIO programs.
2. Plan, organize, coordinate, and evaluate programs and projects.
3. Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
4. Demonstrate strong interpersonal skills.
5. Analyze issues and facilitate collaborative problem solving.
6. Be an active and contributing member of the college mission and values including teaching, learning, diversity, and innovation.
7. Plan, organize, direct, and coordinate the work of assigned staff.
8. Select, supervise, train, and evaluate staff.
9. Administer an operational budget.
10. Understand the organization and operation of the District, College, and of outside agencies as necessary to assume assigned responsibilities.
11. Coordinate assigned functions with other District and College departments as appropriate.
12. Interpret, apply, and explain District and College policies and legal regulations and requirements.
13. Research, compile, analyze, and interpret information and data.
14. Prepare and present complex and comprehensive narrative and statistical written and verbal reports including a variety of mandated and requested College, state, and federal reports.
15. Direct the maintenance of a variety of reports, records, and files related to assigned activities.
16. Communicate clearly and concisely, both orally and in writing.
17. Establish and maintain effective working relationships with those contacted in the course of work.
18. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in a relevant field.

**Experience:**

Previous experience in program design, management, and implementation requiring partnering with multiple agencies, programs, and complex system collaborations that included direct experience with the target student population (i.e. economically/educationally "disadvantaged" populations). Successful previous experience developing and implementing TRIO programs or programs serving disadvantaged populations similar to TRIO is highly desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

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**Environment:** Work is performed primarily in a standard office setting. Some evening, weekend, and travel maybe required.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on December 6, 2016

Effective: December 7, 2016

Job Family: Supervisory

12/05/06; Revised: October, 2016 (Title changed from Program Director, Educational Talent Search; duties broadened out to encompass all TRIO programs)