

RIO HONDO COMMUNITY COLLEGE DISTRICT
DIRECTOR OF TRIO PROGRAMS

DEFINITION

Under administrative direction, to provide leadership and direction; to manage, supervise, and coordinate the TRIO/Upward Bound/SSS programs and activities; to provide tutoring, academic, college, and career advisement and educational, social, and cultural activities; to coordinate assigned activities with other District divisions, and outside agencies; and to provide highly responsible and complex professional support to the Dean of Matriculation, Counseling, and Outreach.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and direction and assume management responsibility for TRIO/Upward Bound/SSS programs, services, and activities.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for TRIO/Upward Bound/SSS programs; recommend, within District policy and Federal guidelines, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct program needs analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Dean of Matriculation, Counseling, and Outreach; direct the implementation of improvements.

Select, train, motivate, counsel, and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, coordinate, and review the work plan for TRIO/Upward Bound/SSS; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the TRIO/Upward Bound/SSS program annual budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Act as an educational resource and advocate for first generation, low-income, and disabled students.

Serve as a liaison for TRIO/Upward Bound/SSS with other District divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Dean of Matriculation, Counseling, and Outreach; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to TRIO/Upward Bound/SSS programs, policies, and procedures as appropriate.

Plan, organize, and coordinate the recruitment of potential college-bound students.

Organize, develop, and disseminate brochures, pamphlets, and other informational material publicizing the availability of student and academic services provided by the Trio Programs.

Establish a variety of community agency and secondary school contacts in order to communicate student opportunities and obtain information regarding potential college-bound students.

Confer with and counsel potential students regarding procedures required for enrollment into higher education institutions.

Serve as a liaison with college and high school faculty, counselors, and other college/high school staff in aiding students in making a proper adjustment to the various aspects of college life

Review, monitor, and evaluate TRIO/Upward Bound/SSS program results.

Compile data and prepare reports required by the College and various funding sources and agencies.

Audit and monitor TRIO/Upward Bound/SSS programs to ensure compliance with Federal regulations.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of educational programs.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.

Operational characteristics, services, and activities of TRIO/Upward Bound/SSS programs.

Organizational and management practices as applied to the analysis and evaluation of TRIO/Upward Bound/SSS programs, policies, and operational needs.

Modern and complex principles and practices of TRIO/Upward Bound/SSS program development and administration.

TRIO/Upward Bound/SSS program principles and concepts.

Principles and practices of budget preparation and administration.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles of supervision, training, and performance evaluation.

Educational, social, and cultural issues facing many first generation, low-income, and disabled students.

Thorough knowledge of the College preparation, matriculation, advanced degree process.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for TRIO/Upward Bound/SSS.

Recommend and implement goals, objectives, and practices for providing effective and efficient TRIO/Upward Bound/SSS services.

Manage, direct, and coordinate the work of professional, technical, and administrative support personnel.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to TRIO/Upward Bound/SSS issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of TRIO/Upward Bound/SSS goals.

Research, analyze, and evaluate new TRIO/Upward Bound/SSS service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to TRIO/Upward Bound/SSS programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Training:

Master's degree from an accredited college or university.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 48

Effective Date: May 11, 2005

Revised Date: February 16, 2006