



PALO VERDE COMMUNITY COLLEGE DISTRICT

TRIO PROGRAM DIRECTOR

NATURE OF THE POSITION

Under the supervision of the Associate Dean of Counseling, the TRIO Program Director implements, develops, plans, supervises and manages Upward Bound (UB) and Student Support Services (SSS) TRIO Grant Programs. The TRIO Program Director ensures that program goals, objectives, outcomes, and deliverables are completed within established timelines; ensures the submission of all reports and proper use of program funds; recruits, trains, and supervises program staff. Promotes and directs activities, and maintains a cooperative relationship with faculty, District, and the broader community.

DUTIES AND RESPONSIBILITIES

1. Plans, organizes, coordinates, and implements the activities of Upward Bound (UB) and Student Support Services (SSS) TRIO Grant Programs, and ensures that program goals, objectives, outcomes, and deliverables are completed within established timelines.
2. Organizes and manages logistics for regular meetings including virtual or in-person meetings; travel, events, agendas, preparation of reports for regular updates, meeting minutes and follow-up actions.
3. Promotes and conducts outreach activities to groups that have been traditionally underrepresented along with the community at large regarding the participation of disconnected youth in the Upward Bound Project.
4. Makes formal outreach presentations in classrooms, during assemblies, and special school events in target area (community youth events) and at the target schools.
5. Monitors program budgets and the preparation of Performance Reports and deliverables to program stakeholders.
6. Prepares program budget reports in collaboration with appropriate District administrators and District accounting personnel.
7. Provides administrative support and assists in research, compiling and inputting data; performs special projects as needed; arranges and organizes any required training for program members based on agreed upon outcomes.
8. Provides technical information regarding assigned functions; assists in the formulation and development of policies, procedures, and programs.
9. Prepares and maintains a variety of reports, records and files related to program activities.
10. Communicates with other administrators, personnel, students, community partners and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchanges information.

11. Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work.
12. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. TRIO Grant programs and regular performance reporting.
2. TRIO Grant program goals, objectives, outcomes, and deliverables.
3. Oral and written communication skills.
4. Principles and practices of supervision and training.
5. TRIO Grant management and compliance with federal requirements.
6. Community relations and outreach techniques.
7. Submission procedures and understanding government reporting system, management, and accounts.
8. Applicable laws, codes, regulations, policies, and procedures.
9. Interpersonal skills using tact, patience, and courtesy.
10. Operation of a computer and assigned software.

ABILITY TO:

1. Perform a variety of specialized duties in the planning, organization, coordination and implementation of TRIO Grant Programs
2. Communicate effectively both orally and in writing.
3. Interpret, apply, and explain rules, regulations, policies, and procedures.
4. Establish and maintain cooperative and effective working relationships with others.
5. Operate a computer and assigned office equipment.
6. Work effectively with low-income, first-generation college, traditionally underrepresented along with the community at large and disabled students in need of academic assistance, parents, and middle/high school and college/university personnel.
7. Plan and conduct community outreach efforts.
8. Meet schedules and timelines.
9. Work independently with little direction.
10. Demonstrate overcoming barriers similar to those of the students served in Grant Programs.
11. Maintain records and files.
12. Prepare comprehensive narrative and statistical reports.

MINIMUM QUALIFICATIONS

1. Master's degree from an accredited college or university with major coursework in management, supervision, public administration, education, or related field.
2. Two (2) years of directly related experience.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators, and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid driver's license.

PREFERRED QUALIFICATIONS

1. Five years of full-time professional work experience in an educational setting that includes development, implementation, and management of an educational program; Two years of experience working with disadvantaged populations.
2. Knowledge of the California Education Code, Title 5, Chancellor's Office administrative procedures, Federal law and regulations and other legal parameters that affect the policies and practices of student success and assessment operations of the District.
3. Knowledge of the United States Department of Education federal grant regulations and other federal parameters that affect the policies and practices of student success and grant regulations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is an Exempt Management 12 month position.
2. Row 5 of the District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The District offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.
4. This position is contingent upon continued categorical funding.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.