



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Program Coordinator – STEP-UP (Grant Funded)	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	15	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Program Director – STEP-UP or designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under direction and supervision of the Program Director, performs a variety of complex and highly responsible administrative and program support activities for the STEP-UP grant funded program. This grant supports incarcerated and formerly incarcerated students, including those on work release, recommended by local law enforcement and community support agencies during the completion of certificates through associate's degrees, including both academic and nonacademic support. Knowledge and experience in managing grants as well as working with culturally diverse and incarcerated and formerly incarcerated populations is important and preferred. This position requires budgetary, organizational, supervisory, problem solving, and decision-making skills. This is a classified administrator position.

TYPICAL DUTIES

Essential Functions:

- Administers the day-to-day activities and operations of the STEP UP program; determines program eligibility requirements in conjunction with law enforcement and community support agencies; establishes appropriate guidelines
- Oversees and works closely with Case Manager subcontract to deliver direct student services and interface with other campus departments to ensure academic and nonacademic support services are provided to and accessed by STEP UP students
- Represents the College in a variety of meetings in support of the STEP UP Program and activities; coordinates with local law enforcement agencies, community support agencies, and the College
- Tracks student participation in mandatory meetings; monitors success in academic programs
- Serves as a resource to others for data, research, special projects, schedules, and other information pertaining to the STEP UP Program
- Schedule professional development opportunities for STEP UP staff, Advisory Committee members, and faculty to promote high-quality programs that are responsive to the unique needs of incarcerated and formerly incarcerated students

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- Resolves issues and ensures program objectives and policies are properly implemented
- Monitors and controls expenditures in line with program budget; compiles, analyzes, prepares, and submits progress reports; prepares and submits required federal and institutional fiscal and accounting records
- Compiles, maintains, and reviews computerized files and records
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, procedures, objectives, and practices related to post-secondary inclusion of incarcerated and formerly incarcerated students
- Proper budget development and implementation practices and methods
- Federal and state regulations for formerly incarcerated students
- Support service needs of formerly incarcerated students
- Computer and applicable software programs including database and word processing software

Ability to:

- Administer the day-to-day activities and operations of the program
- Effectively relate to a diverse student population that includes a wide range of ages, socioeconomic, cultural, and ethnic backgrounds
- Analyze problems, determine effective solutions, and take independent action for successful results
- Analyze data and prepare comprehensive written and oral reports
- Work effectively under pressure, prioritize, and meet multiple deadlines
- Establish and maintain effective working relationships with those contacted in the performance of required duties
- Supervise the work of others
- Coordinate student support activities
- Present and facilitate training sessions

QUALIFICATIONS

Education Required:

- Bachelor's degree in education, social work, psychology, criminal justice, or the equivalent; Master's degree preferred

Experience Required:

- Minimum of two years of responsible professional experience in the management of grants and related programs
- Sensitivity and commitment to diverse populations served; preference given to candidates with experience working with culturally diverse and incarcerated and formerly incarcerated populations.

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APPROVALS

Date Created/Revised:	4-2016 / 5-2018
Cabinet Reviewed:	4-5-2016 / 5-29-2018
Board Approved:	4-13-2016 / 6-13-2018

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)