



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

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

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Performs a broad range of services in support of the College to Career contract. Provides vocational services through on-campus inclusive instruction, job development and placement, and other related support services for individuals with Intellectual Disabilities. Knowledge and experience in vocational and educational support programs for individuals with Intellectual Disabilities is essential. The position ensures that program objectives and policies are properly implemented in compliance with applicable federal guidelines, district policies and procedures, and contract guidelines. Employees in this job class function at a professional level which requires budgetary, organizational, problem solving, supervisory, and decision-making skills. This is an educational administrator position.

TYPICAL DUTIES

Essential Functions:

- Administers the day-to-day activities and operations of the College to Career Program; determines program eligibility requirements; establishes appropriate guidelines.
- Coordinates with the College's DSPS Program and with the broader community, including other educational partners; assists in participant follow-up activities and project evaluation reports.
- Represents the college in a variety of meetings in support of the College to Career Program and activities; maintains liaison with applicable agencies.
- Plans and develops information sessions to promote the program and for recruitment of students in the College to Career Program.
- Coordinates course work and student support activities through the educational partners to facilitate student success.

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- Serves as a resource to others for data, research, special projects, schedules, and other information pertaining to the College to Career Program.
- Compiles and analyzes data; prepares reports for applicable agencies including the Department of Rehabilitation.
- Resolves issues and ensures program objectives and policies are properly implemented.
- Monitors and controls expenditures in line with program budget; prepares and submits required federal and institutional fiscal and accounting records.
- Compiles, maintains, and reviews computerized files and records.
- Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and development of staff.
- 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 individuals with Intellectual Disabilities
- Proper budget development and implementation practices and methods
- Federal and state regulations for individuals with disabilities
- Support service needs of students with Intellectual Disabilities
- Computer and applicable software programs including database and word processing software

Ability to:

- Supervise 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
- Direct, supervise, and formally evaluate the work of others

POSITION DESCRIPTION

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- Coordinate course offerings and student support activities
- Present and facilitate training sessions

QUALIFICATIONS

Education Required:

- Master’s degree in counseling, education, social work, or related field, or the equivalent

Experience Required:

- Experience in the management of vocational or educational programs for students with Intellectual Disabilities
- Experience with grant, personnel and budget management
- Progressively responsible experience in project management
- Sensitivity and commitment to diverse populations served

APPROVALS

Date Created/Revised:	01-27-15
Cabinet Reviewed:	01-27-15
Board Approved:	02-18-15

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)