



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

POSITION TITLE:	Program Director – 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:	20		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Dean of Student Services or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To organize, direct, coordinate, and supervise the day-to-day activities and operations of the STEP-UP program. Employees in this role demonstrate expertise in managing grants as well as working with culturally diverse and incarcerated and formerly incarcerated populations, including individuals on work release. This classification receives minimal supervision within a framework of standard policies and procedures. This job class exercises responsibility for directing and administering the program, including supervisory personnel. This job class functions at a full supervisory level, is overtime exempt, and requires organizational, problem solving, decision making, and budgetary skills.

TYPICAL DUTIES

- Organizes, coordinates, directs, and supervises the activities and operations of the STEP-UP program.
- Reads, interprets, and applies policies, laws, rules and regulations pertaining to the STEP-UP program.
- Completes and submits all required state, federal, and college reports related to the STEP-UP program.
- Plans and prepares the annual budget within the prescribed guidelines.
- Hires, supervises, assigns, and evaluates the work of staff.
- Writes annual project and directs administration of grant funding.
- Promotes, publishes and disseminates information about the STEP-UP program.
- Develops maintains records necessary for operating the STEP-UP program.
- Collaborates regionally to develop effective partnerships with employees, regional consortium, community colleges, high schools, liaison with community agencies, local business and industry.
- Plans, develops, analyzes, critiques, and evaluates computerized applications and record keeping systems.
- Proposes and implements policies within prescribed guidelines.

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- Provides staff training and development.
- Determines program requirements and procedures.
- Performs other 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.
- Federal and state regulations for incarcerated and formerly incarcerated students.
- Support service needs of formerly incarcerated students.
- Budget management and grant application practices.
- Records management and filing systems.
- Basic principles of supervision, including evaluation and professional growth.
- Policies and practices associated with program promotion and planning.

Ability to:

- Direct and administer a program.
- Learn and comply with a variety of regulations pertaining to administration of the program.
- Effectively plan, organize and schedule work activities.
- Hire, evaluate, and supervise program personnel.
- Learn, interpret, and successfully apply district policies, procedures, rules, and regulations.
- Organize and prioritize work load.
- Establish and maintain cooperative working relationship with on-campus staff, local agencies, high schools, and junior high school personnel.
- Quickly identify problem situations or areas; analyze probable causes and take appropriate action.
- Communicate tactfully and effectively in both oral and written forms.
- Exercise tact, diplomacy, and good judgment.
- Develop, prepare, and administer program budget.
- Set priorities and meet commitments.
- Interact and relate effectively with students from low income, first generation, incarcerated and formerly incarcerated, and disabled student populations.

QUALIFICATIONS*Education/Experience Required:*

Combination of experience and education that would likely provide the required knowledge and abilities:

- Bachelor's degree in education, social work, psychology, criminal justice, or the equivalent; Master's degree preferred.
- Experience coordinating or managing a program or department.

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- Experience supervising, directing, and evaluating the work of subordinates.
- Sensitivity toward the diverse student population served; preference given to candidates with experience working with culturally diverse and incarcerated and formerly incarcerated populations.
- Experience in higher education managing a grant funded project is desirable.

APPROVALS

Date Created/Revised: 5/2018

Cabinet Reviewed: 5/29/2018

Board Approved: 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)