



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

<b>POSITION TITLE:</b>	Program Director		
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	30		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Assistant Superintendent/Vice President or Designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Performs a variety of complex and highly responsible administrative and program support activities for the specified program or programs. The programs serve a specialized student population. Knowledge and experience in programs serving college students of various age ranges is most important. This position ensures program objectives and policies are properly implemented, and are in compliance with applicable state and federal guidelines and District policies and procedures. Employees in this job class function at a professional level, which requires budgetary, organizational, problem solving, and decision-making skills. This is a classified administrator position.

**TYPICAL DUTIES**

- Administers the day-to-day activities and operations of the program; implements and reviews annual program goals; determines and establishes program processes and procedures;
- Ensures that the operations and activities are in conformance to and in compliance with state and federal guidelines for the program and District policies and procedures;
- Expands and builds the program throughout the District;
- Coordinates with other programs throughout the District;
- Coordinates 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 program goals and activities; maintains liaison with applicable agencies;
- Works closely with program partners;
- Identifies and recruits students who are eligible for the program through marketing and outreach efforts and through collaborative partners;
- Plans and develops training and information sessions to promote the program and for recruitment of students into the program;
- Coordinates course work and student support activities, and works with program 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 program;
- Prepares and presents information on program structure, operations and best practices to support regional and statewide colleagues;
- Compiles and analyzes data; prepares reports for applicable agencies; publishes and disseminates information;
- Resolves issues, provides reports, and ensures program objectives and policies are properly implemented;
- Develops, coordinates, and administers the program budget; monitors and controls expenditures; prepares and submits required 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; and
- Performs related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Principles, procedures, objectives, and practices related to community college operations, programs, and services;
- Proper budget development and implementation practices and methods;
- Regulations guiding community college and K-12 funding, including ADA (if applicable), financial aid requirements, and graduation requirements;
- Support service needs of low-income and educationally disadvantaged students; and
- Computer and applicable software programs.

*Ability to:*

- Supervise the day-to-day activities and operations of a 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;
- Coordinate course offerings and student support activities; and
- Present and facilitate information and training sessions.

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**QUALIFICATIONS**

*Education/Experience Required:*

- Bachelor's degree in a related field (Master's degree preferred);
- Minimum three years of related work experience (post-secondary education experience preferred); and
- Sensitivity and commitment to the diverse populations served.

**APPROVALS**

Date Created/Revised: 1/2007, 1/2013, 5/2016, 3/2017

Cabinet Reviewed: 5/2016, 3/28/2017

Board Approved: 1/2013, 6/2016, 6/2017

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)