



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

<b>POSITION TITLE:</b>	Program Director – Gateway to College (GRANT FUNDED)		
<b>JOB CLASSIFICATION:</b>	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input 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>	Vice President of Student Services		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Performs a variety of complex and highly responsible administrative and program support activities for the Gateway to College (GtC) grant funded project/program This grant is a pre-college through associate's degree program working in high schools and on the Shasta College campus. Knowledge and experience in programs serving educationally disadvantaged youth is most important. The position ensures project/program objectives and policies are properly implemented, and in compliance with applicable state/foundation 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 an educational administrator position.

**TYPICAL DUTIES**

- Administers the day-to-day activities and operations of the GtC Program; develops annual program plan; determines program requirements; establishes appropriate guidelines.
- Ensures that the operations and activities are in conformance to and in compliance with State and Foundational guidelines for the GtC Program and District policies and procedures.
- Expanding and building other Gateway to College programs throughout the district.
- Coordinates with Adult Education Programs throughout the district.
- Coordinates with the College's TRIO and the College OPTIONS/GEAR UP Programs 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 GtC project/program and activities; maintains liaison with applicable agencies. Works closely with the Shasta Unified High School District and surrounding districts.
- Identifies and recruits students who are eligible for the program by being visible in the middle schools, high schools, and with other partners served by the grant program.
- Plans and develops training sessions to promote the program and for recruitment of students in the GtC program.

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- Coordinates course work and student support activities through the educational partners to facilitate student success.
- Serves as a resource to others for data, research, special projects, schedules, and other information pertaining to the designated project/program.
- Compiles and analyzes data; prepares reports for applicable agencies; publishes and disseminates information.
- Resolves issues, provides reports, and ensures project/program objectives and policies are properly implemented.
- Develops, coordinates, and administers the project/program budget; monitors and controls expenditures; prepares and submits required all necessary 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 community college operations, programs, and services
- proper budget development and implementation practices and methods
- Regulations guiding K-12 funding, including ADA, and graduation requirements; GtC National Networks and youth development programs
- support service needs of low-income and educationally disadvantaged students
- computer and applicable software programs including database and word processing software

*Ability to:*

- supervise the day-to-day activities and operations of a project/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

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- 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
- present and facilitate training sessions

**QUALIFICATIONS**

*Education/Experience Required:*

- Master's degree in counseling, social services areas or related field, or the equivalent.
- Progressively responsible experience in projects management.
- Experience working with middle schools, high schools and postsecondary education.
- Sensitivity and commitment to diverse populations served.

**APPROVALS**

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

Cabinet Reviewed: 5/2016

Board Approved: 1/2013, 6/2016

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)