



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

POSITION TITLE:	Director of TRiO		
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:	35		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Vice President of Student Services or Designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, coordinate and direct the District's federally funded pre-collegiate and college-level student support programs (TRiO) and assure compliance with federal, state and local program requirements. Employees in this classification receive minimal supervision within a framework of standard policies and procedures, and exercise responsibility for directing and administering one or more projects, including supervising project personnel. This job class functions at the department management level, and requires the ability to effectively administer District policies.

TYPICAL DUTIES

- Plans, organizes, and directs the day-to-day activities of the District's federally funded student programs including educational services, counseling, tutoring, mentoring, matriculation services, special classes, college visitations, parent and child college planning sessions, after school tutoring and support services and cultural awareness workshops. Ensures coordination among programs.
- Develops and implements policies and procedures concerning the operation of grant funded student programs; implements program initiatives as directed by changing federal regulations, new legislation governing U.S. Department of Education grants (i.e. Higher Education Act) and in conjunction with the mission and strategic plan of the Council for Opportunity in Education (COE) and the National Council for Community and Educational Programs (NCCEP).
- Coordinates services and activities with target schools by working closely with school administrators, faculty and staff.
- Communicates orally and in writing to all college, community and public schools to further program goals.
- Produces publications, printed material and media information for distribution and public relations.
- Compiles and submits required state, federal, and college reports related to the programs served.

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- Prepares annual performance reports within prescribed guidelines.
- Collaborates with other faculty and administrators (campus and school site) in development and implementation of program services.
- Utilizes refined assessment techniques for improving program services and student outcomes.
- Compiles and maintains files on each individual program and service plan.
- Leads evaluation efforts for all TRiO/GEAR UP programs.
- Trains, schedules, assigns, supervises, and evaluates the work performance of assigned personnel in accordance with established policies and procedures.
- Assures compliance with federal, state and local requirements; prepares a variety of narrative and statistical reports, records, files, budgets, accounts and services; assures the maintenance of accurate records and files.
- Develops, implements and monitors contractual agreements.
- Prepares the annual plan and administers within the prescribed guidelines. Develops, coordinates, and administers the project/program budget; monitors and controls expenditures; prepares and submits required all necessary fiscal and accounting records.
- Researches, develops and assists in preparing grants to further program goals according to District policies and procedures.
- Maintains files on demographic, educational achievement/attainment and census data as needed to prepare grant proposals.
- Attends a variety of meetings, workshops and conferences; represents the District to national, regional and state agencies.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS*Knowledge of:*

- Grant funded student program guidelines, services and reporting requirements related to K-12 and community college operations, programs, and services.
- Proper budget development and implementation practices and methods
- Federal Title IV Higher Education Act and corresponding federal regulations include TRiO
- Writing, securing and implementing grants.
- Retention and matriculation programs and services for disadvantaged, first-generation, diverse and/or disabled students.
- Evaluation, assessment, research methods and report writing techniques.
- Database and word processing programs; assessment and student/program tracking systems.
- Principles of business communications and report writing.
- Budget preparation and control.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and evaluation.
- Modern office procedures, methods and equipment including computers.

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- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations

Ability to:

- Plan, coordinate, organize and direct grant funded student programs.
- Read, interpret, apply and explain pertinent provisions of federal and state regulations.
- Develop effective partnerships and collaboration among groups, agencies and departments.
- Manage and operate new initiatives or a start-up program.
- Effectively relate to educationally disadvantaged students.
- Supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in written form.
- Work effectively under pressure, prioritize, and meet multiple deadlines.
- Coordinate course offerings and student support activities.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult personalities.
- Operate office equipment including computers, and software such as word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and control budget; maintain accurate records.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with minimal direction; to meet schedules and timelines.
- Prepare accurate reports by compiling and organizing data from a variety of sources.
- Work confidentially with discretion and exercise good judgment.

QUALIFICATIONS

Education/Experience Required:

- Master’s degree from an accredited college or university with major coursework in Counseling, Social Services, Business Administration, Education, or related field.
- Minimum of one year experience in a leadership role at a community college that includes administrative and supervisory responsibility.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students, including those with disabilities.
- Possession of, or ability to obtain, an appropriate valid California Driver’s License

APPROVALS

Date Created/Revised:	10-2009 / 1-2017
Cabinet Reviewed:	1-31-2017
Board Approved:	2-15-2017

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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)