



West Valley - Mission

Community College District

CLASS SPECIFICATION

PROGRAM DIRECTOR II, STUDENT PROGRAMS

Administrative Position (Exempt Status)
Administrative Salary Schedule – Range 21

DEFINITION

To plan, organize and direct the activities of student programs within the student services division; to serve as the Director of grant funded and/or categorical student programs; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Vice President, Student Services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President, Student Services.

Exercises direct supervision over assigned professional, technical, faculty, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Administer, develop, organize, coordinate, implement and supervise the operations and activities of assigned student programs.

Recommend and implement section goals and objectives; establish performance standards and methods for assigned student and/or instructional programs; develop and implement policies and procedures.

Plan, develop, and oversee the work of staff and faculty involved in delivery of services for grant funded and/or categorical student programs.

Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Prepare and administer program budgets; prepare cost estimates for budget recommendations; monitor and control expenditures; forecast additional funds needed for program staffing, equipment, materials and supplies.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Select, orient, train, supervise, schedule, and evaluate contract employees and/or instructors.

Design and administer processes to evaluate program outcomes; analyze and interpret diagnostic assessment results and reports; re-evaluate and redesign programs that are not meeting student needs and/or established goals.

Develop funding sources; participate in preparation of state and federal grant applications; direct and/or prepare required grant reports and documentation; assure compliance with applicable regulations and conditions of funding, including spending grant funds accordingly and in a timely manner.

Advocate, promote and inform the needs, compliance and issues regarding assigned programs to the college and district; liaison with administrators and faculty to exchange information and coordinate program activities.

Design and participate in college outreach and recruitment efforts, especially as they pertain to target student population of assigned program.

Assure compliance with program eligibility requirements and state and federal regulations.

Serve on district and/or community boards and committees as assigned; represent the district and/or college at local and state professional organizations as required.

Answer questions and provide information to students and to the public; investigate complaints and recommend corrective action as necessary to resolve complaint.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of educational program management.

Methods and techniques used in needs assessment and provision of services to target population.

Pertinent local, state, and federal rules, regulations and laws, including federal and state audit requirements.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of budget development, implementation, and monitoring.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Ability to:

Organize, implement and direct assigned student services and instructional program operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent program requirements and mandates, and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train, and evaluate staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience related to the area of assignment, including one year of supervisory responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in counseling, business administration, education, or a related field. A Master's degree may be required by state and/or grant requirements for certain positions in this classification.

EEO Category: Executive/Administrative/Managerial

Date Approved: July 1, 2016