



West Valley - Mission

Community College District

CLASS SPECIFICATION

PROGRAM SUPERVISOR

Supervisory Position (Non-Exempt Status)

Supervisors Salary Schedule – Range 22

DEFINITION

To plan, organize, coordinate, and implement program activities and operations; to assume responsibility for program development and supervision; and to perform a variety of professional and technical level tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned dean or director.

Exercises direct supervision over technical and student staff.

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

Recommend and assist in the implementation of program goals and objectives; establish schedules and methods for provision of program services to students; implement policies and procedures.

Develop and implement program activities by compiling, evaluating, and determining student needs.

Evaluate operations and activities of assigned programs; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for grant proposals; monitor and control expenditures.

Promote, prepare, and conduct special activities, events, and presentations in support of the program.

Assist and advise students and potential students in program related procedures; explain program regulations and policies.

Coordinate assessments and placements of students into appropriate course levels; direct and facilitate curriculum revisions to ensure effective instruction.

Recruit, hire, train, plan, prioritize, assign, supervise, and review the work of technical staff and student workers related to program activities.

Research, compile, and prepare reports and documentation on program activities; analyze program and develop corrective action, maintain records of findings and corrective actions; prepare periodic status reports.

Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate program activities with other district divisions and departments and outside agencies.

May administer grants, including tracking expenses and complying with reporting requirements.

Monitor student enrollment and academic progress to determine continued program eligibility.

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

Build and maintain positive 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 training and supervision.

Equipment, tools, and materials used in program operations.

Principles and practices of budget monitoring.

Pertinent local, state and federal laws, ordinances, rules and regulations.

Principles and methods of scheduling, logistics, and recordkeeping.

Methods and technique of program management.

Instructional principles, practices, and methodology.

Ability to:

Organize, implement and direct program 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 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 assigned technical and student 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:

Four years of increasingly responsible experience in an instructional support capacity at a college or university, with one year of experience providing technical and functional supervision.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in a field related to the assigned program area.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

When assigned to International Student Services, possession of, or ability to obtain, Designated School Official (DSO) status with the United State Department of Homeland Security.

EEO Category: Professional Non-Faculty

Date Approved: November 1, 2016