

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Director, Pathways to Excellence (Title V)

BASIC FUNCTION: Under the supervision of the Executive Dean, coordinates and provides leadership for the successful implementation of the Title V grant; coordinates similar and appropriate instructional pilot projects; and enhances service to programs and its participants in order to obtain the goals and objectives of the grant.

SUPERVISORY RESPONSIBILITIES: Supervises and directs assigned staff.

REPRESENTATIVE DUTIES:

1. Provides leadership and oversight for implementation of the Pathways to Excellence Developing Hispanic-Serving Institutions grant (Title V), with special focus on grant goals and objectives.
2. Coordinates project organization, scheduling, implementation and evaluation.
3. Works with faculty to develop/implement a comprehensive staff development training plan.
4. Collaborates and coordinates with K-12 districts and university partners as needed for the attainment of grant goals and objectives.
5. Directs the development/implementation of new instructional methodologies and curriculum.
6. Coordinates evaluation services; to include assessment, data collection and analysis.
7. Participates in the hiring and supervision of Title V positions.
8. Supervises and conducts performance evaluations of assigned staff.
9. Participates in monthly meetings with other key Title V personnel, college committees.
10. Monitors grant budget and expenditures; monitors detailed time payroll; provides monthly summary to the Executive Dean.
11. Completes and submits activity reports, mid-year reports, and Annual Performance Reports.
12. Represents and communicates the College's Title V initiatives to the community, project partners, and the research community.
13. Serves as a member of the management Leadership Association.
14. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
15. Performs other related responsibilities as may be assigned.

EDUCATION: Master's degree from an accredited institution in education, business, counseling or a related field is required.

EXPERIENCE: Minimum of two years teaching experience is required, community college teaching preferred. Supervisory experience is preferred. One year of formal training, internship or leadership experience reasonably related to the assignment is required. Experience working with grant-funded projects at the federal and/or state level is preferred.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Modern office practices and technology; proper verbal communication skills, grammar, punctuation and spelling; report writing; contemporary practices and methods of teaching non-traditional learners; practices of student learning outcomes and measurements of student success; familiar with staff and organizational development models, instructional technology and active-learning strategies.

ABILITY TO: Plan, organize and prioritize daily assignments and work activities; communicate effectively in written and oral form; manage staff; work with faculty; maintain accurate and well-organized records; maintain confidentiality in all matters appropriate; learn, interpret and apply rules, policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a)

CONTACTS: Co-workers, other departmental staff, college managers, faculty, students.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; use of office equipment.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.