

MARCH 2017
FLSA: EXEMPT
SALARY: GRADE T

CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DIRECTOR, TRiO PROGRAMS

BASIC FUNCTION: Under the supervision of the area Dean, provides vision, leadership, direction and coordination for the TRiO Programs (pre-collegiate and collegiate TRiO programs), in partnership with the leadership of partnering school district and secondary school administrators; provides for a comprehensive college preparation and retention services for students from low income, first generation backgrounds in compliance with state and federal regulatory guidelines; establishes partnerships with college, district, business/industry, and other community stakeholders to leverage resources and support to strengthen and expand direct services to program participants; establishes and maintains a supportive program atmosphere of positive challenge, relevancy, and academic achievement to pursue postsecondary education.

SUPERVISORY RESPONSIBILITIES: Assigned classified staff, short-term employees and student workers.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Provides management, leadership, and coordination of TRiO programs.
2. Provides leadership for all program outreach to recruit, identify, and select program participants; plan and conduct presentations to community, campuses and target schools.
3. Maintains compliance with State and Federal regulatory guidelines.
4. Ensures that students' program files are updated, maintained, and reported in accordance with Family Education Rights and Privacy Act (FERPA); monitors students' academic and assessment records to analyze satisfactory academic progress; compiles and analyzes evaluation data to identify barriers to progress; provides recommendations for interventions for students experiencing and demonstrating academic difficulties.
5. Designs, implements, and monitors TRiO program evaluation; organizes, develops, and disseminates informational materials to internal and community stakeholders; develops, reviews, and modifies program operational policies, manuals, handbooks, and other materials required for program operations.
6. Prepares and submits mid-year and annual performance reports on program and participant progress; develops and recommends appropriate budgets and budget narratives for multiple programs; supervises expenditures and maintains fiscal responsibility; adheres to responsibilities and requirements for all grant reporting program regulations; ensures maximization of funds to adhere to and implement specialized grants and programs; and maintains time and effort reports.
7. Participates on recruitment committees to hire personnel; conducts staff and team meetings; implements staff development programs for personnel; and conducts performance evaluations of staff and other personnel.
8. Attends a variety of meetings, including District management meetings, RCCD Board Meetings, school Board Meetings, community meetings, target school meetings, advisory

council meetings, faculty meetings, and County/Regional advisory committee meetings; represents the college's TRiO programs on Regional Consortiums and other regional workgroups.

9. Coordinates and supervises various program activities; advising, campus tours, other field excursions, Financial Aid and financial literacy programs, orientation, Saturday Academies, and Summer Bridge/Summer Academies.
10. Participates in on campus strategic planning committees, Student Success Committees, and college teams to support the development, implementation, and evaluation of strategic planning efforts by faculty, administration, staff, and students.
11. Works with District Grants Office and consultants to provide framework for grant proposals in coordination with state and federal offices and agencies.
12. Collaborates with faculty, other categorical, district, and community partners to coordinate academic and other student development opportunities for program participants.
13. Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study, participation in professional development opportunities and organizations.
14. Performs other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE:

Education:

A master's degree, from an accredited institution, in education, business, counseling or a related field is required.

Experience:

Five years of experience in educational programs, student services administration or instructional programs is required. Three years of formal training, internship, or leadership experience reasonably related to the assignment is required. Grant-funded project management experience at the federal or state level and community college/university level preferred. Additional experience desired in working with and developing innovative or alternative education and student development programs addressing the needs of a diverse student population.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF:

- State and federal grants, including TRiO, and funding department.
- Federal and state rules and guidelines.
- Education Code & Office of Management and Budget.
- Current office computer software.

ABILITY TO:

- Develop program models for secondary and postsecondary educational programs.
- Effectively communicate orally and in writing manage staff.
- Collaborate with private and public agencies and organizations.

CONTACTS: Administrators, faculty, staff, students, general public, vendors, other community colleges, and state and federal agencies.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

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, please contact (951) 222-8039.