

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

JOB TITLE: DIRECTOR, UPWARD BOUND MATH & SCIENCE

BASIC FUNCTION: Under the direction of the Vice President, the Director provides leadership for the Campus' Upward Bound Math and Science Program. Acts as liaison with targeted high school officials, campus student services programs, community organizations and other universities and colleges to enhance services provided to program participants. Provides avenues of support for retention and persistence of students selected into the program. Provides leadership in the development of the programs to meet District and campus community needs. Coordinates program activities and services at the College and targeted high schools.

SUPERVISORY RESPONSIBILITIES: Supervises staff as assigned.

REPRESENTATIVE DUTIES:

1. Manage, coordinate and operate the Upward Bound Math and Science Program.
2. Organize, develop and disseminate materials to publicize the Upward Bound Math and Science program in the community, local school districts and the Riverside Community College District.
3. Maintain compliance with state and federal laws, regulations, and District policies regarding the administration of Upward Bound Math and Science.
4. Identifies and recruits eligible applicants for the program.
5. Collects and analyzes income eligibility documentation.
6. Assesses and determines participants' educational needs and academic potential. Provides academic, career and personal advice and develops an individual academic plan for each program participant.
7. Develops 9th – 12th program services including academic curriculum and personal development workshops.
8. Coordinates workshops, presentations and activities with the focus of exposing participants to careers and topics within the Science, Technology, Engineering, and Mathematics fields.
9. Prepares individual participant plans in order to successfully complete post-secondary course requirements.
10. Refers participants to community and social assistance agencies for additional support and services beyond the scope of the program.
11. Assists participants with applications for financial aid, scholarships, and admissions to post-secondary schools, and may write letters of recommendation.
12. Responsible for mid-year and end-of-year performance, budget, and other reports as deemed necessary.
13. Implement a staff development program to improve the effectiveness and efficiency of the services provided by Upward Bound Math and Science personnel.
14. Attend regional and national TRIO/Upward Bound meetings and conferences.
15. Coordinates and implements program orientations, student and parent meetings, field trips, Saturday Academies, after school tutorial program and six-week summer programs.
16. Design, implement, and monitor the Upward Bound Math and Science Program evaluation.
17. Assure accurate documentation of Upward Bound Math and Science fiscal records, student records, and evaluation data.
18. Establish and maintain effective and cooperative working relationships with various faculty, staff, and students; and maintain inter-program and interdisciplinary communications.
19. Participates in local, regional and state activities to promote Riverside Community College District and the community colleges.
20. Serves as a member of the Management Leadership Association.

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21. 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.
22. Performs other related responsibilities as may be assigned.

EDUCATION: Bachelor's degree in education, counseling, psychology, social work, career development or a closely related field is required. Degree must be from an accredited institution.

EXPERIENCE: Minimum of three years of experience working with low income and first generation student support and retention services, as well as understanding the affective, cognitive, and social needs of the target population, is required. Experience in the development, implementation, management and collaborative promotion of programs is also required. TRIO or Upward Bound Math and Science experience preferred. Experience in working with K-12 and community college grant funded programs is desirable. Supervisory experience is preferred. Must have demonstrated leadership, interpersonal, written and oral communication, problem-solving, organizational, and presentation skills.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Staff and organizational development models, instructional technology and active-learning strategies.

ABILITY TO: Interact with people of all constituent groups is also a requirement.

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: Peers, Supervisor, administrators, faculty, staff, governmental agencies, and the public.

WORKING CONDITIONS: Time will be split between working in a normal office environment and participating in field trips and attending functions at local high school. Will be required to be available to work some weekends and stay overnight during summer residential program.

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.