

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF TRIO PROGRAMS

BASIC FUNCTION:

Under the direction of an area administrator, provide leadership and oversight for the implementation of the TRIO Programs with emphasis on compliance with grant objectives. The TRIO Director coordinates and provides leadership for the successful implementation of TRIO Programs. Serving as the liaison to local high school districts, various community groups and organizations as well as colleges and universities, the TRIO director will work to enhance multi-faceted services as well as ensure compliance with all federal regulations.

REPRESENTATIVE DUTIES

Develop and direct projects and outreach efforts. Organize, schedule, implement and evaluate compliance with grant goals and objectives. *E*

Manage the instructional, counseling, and academic support activities of TRIO Programs. *E*

Serve as a liaison between participatory school districts, high schools and feeder middle schools to ensure compliance with regulations for recruitment. *E*

Act as an educational resource and advocate for first generation, low-income, and disabled students. *E*

Compile data and prepare reports required by the college and various funding sources and agencies. *E*

Complete and submit reports detailing compliance with grant objectives including but not limited to mid-year and annual performance reports as required by the grant or requested from administration. *E*

Audit and monitor TRIO Programs to ensure compliance with federal regulations. *E*

Confer with and advise potential students regarding procedures required for enrollment institutions of higher education. *E*

Plan, organize and coordinate the recruitment of potential participants. *E*

Supervise and evaluate the performance of assigned staff. *E*

Interpret and apply program regulations. *E*

Director, Trio Programs - Continued

Maintain an understanding of current ideas, trends and practices pertaining to TRIO by attending local, regional and national training opportunities and apply these appropriately for program improvement. *E*

Coordinate the hiring of all staff. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Group processes and group facilitation strategies.

Planning and resource allocation processes.

Federal programs and state regulations related to grant funded programs.

Analytical, organizational, planning and administrative processes.

Principles and practices of supervision.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize and direct the implementation of grant activities.

Work with low-income and diverse populations.

Compile, verify data and prepare reports.

Monitor and manage specialized budgets.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Prepare and deliver oral presentations.

Supervise and evaluate the performance of assigned staff.

Write and communicate effectively.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Masters Degree in Sociology, Social Work or related field. A minimum of 3 years experience working in TRIO or a similar program focused on retention and academic performance. A combination of education and experience that provides the required skills, knowledge and abilities to perform the functions of the position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

Director, Trio Programs - Continued

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and speak and exchange information. The employee is occasionally required to stand for extended periods of time and walk. The employee is regularly required to operate a computer and other office equipment, lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

Incumbents may be exposed to contact with dissatisfied or abusive individuals.