

VICTOR VALLEY COMMUNITY COLLEGE

CLASS TITLE: DIRECTOR OF SPECIAL GRANT PROGRAMS

BASIC FUNCTION:

Under the direction of an area administrator, provide leadership and oversight for the implementation and administration of specialized grant projects with emphasis on compliance with grant objectives. The Director coordinates and provides leadership for the successful operations of state and federal programs, including the Hispanic Serving Institutions Title V Programs and the GEAR UP Projects. Serving as the liaison to local middle and high school districts, various community groups and organizations as well as colleges and universities, the Director of Special Grant Programs will work to enhance multifaceted services as well as ensure compliance with all federal and state programs pertaining to the grants.

REPRESENTATIVE DUTIES:

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

Direct the work of off site coordinators. *E*

Supervise staff including counselors and teachers. *E*

Serve as a liaison between participating school districts, high schools and feeder middle schools to ensure compliance with regulations for participation in grant-funded activities. *E*

Act as an educational resource and advocate for first general and low income 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 special activities to ensure compliance with grant regulations. *E*

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

Plan, organize, and coordinate student and parent activities. *E*

Make presentations about the program to off-and on-campus groups in order to foster a climate supportive of the programs. *E*

Director of Special Grant Programs- Continued

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

Interpret and apply program regulations. *E*

Maintain an understanding of current ideas, trends and practices pertaining to federal grants including Hispanic Serving Institutions grant Programs Title V Program and the GEAR UP Program by attending local, regional, and national training and apply these appropriately for program improvement. *E*

Work closely with instructional staff in developing and providing professional development activities. *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.

Current computer software and equipment necessary for the daily operations of the programs.

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 specialize 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 direct assigned staff.

Evaluate staff including educational staff.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Masters Degree in Public Administration, Education, or Social Services. A minimum of four years of responsible professional experience in management of educational support programs focused on retention and academic performance of disadvantaged students in

Director of Special Grant Programs- Continued

elementary, secondary, and/or post secondary settings. A minimum of three years experience managing federal grants. 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:

Office environment; subject to constant interruptions, may require walking or driving from site to site to conduct work on campus.

Position requires hearing, moderate lifting, bending and reaching above shoulder, sitting or standing for extended periods, speaking to exchange information and interview students, and dexterity of hands and fingers to operate a computer terminal and other office equipment.