

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSOCIATE DIRECTOR OF GEAR UP

FLSA STATUS: EXEMPT

PRIMARY RESPONSIBILITY:

Under the direction of an area administrator, the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) Associate Director will organize and perform a variety of advanced and specialized duties to assist the Director of Special Programs in the daily operations of the program; develop, co-direct, and conduct a variety of activities related to the GEAR UP Program such federal reporting, tracking all aspects of the program expenditures including the budget for each school site; monitoring program activities; meeting with school personnel including principals, teachers, and counselors; evaluating program needs; assisting director with budget planning and resource allocation, and coordinating all other program activities, including in-class and after school activities at partner schools and at the college.

REPRESENTATIVE DUTIES:

Organize and perform a variety of advanced specialized duties to coordinate grant-related activities focusing on early college awareness and readiness for GEAR UP students at partner schools; coordinate communications between students, faculty, staff and various college personnel. *E*

Work directly with staff at each school site in monitoring each school's GEAR UP budget and required match. Work closely with school site coordinators, monitor and produce monthly activities logs and provide reports to administrator. *E*

Provide individualized or group training to school site coordinators, teachers, staff and administrators. *E*

Plan, organize and conduct summer and Saturday academies, and perform all related duties and facilitate the smooth operation of daily activities. *E*

Assist counselors and Director of Special Programs in presenting various workshops. *E*

Provide budget training to school site coordinators and other appropriate staff. *E*

Assist Director of Special Programs in hiring summer and temporary/part-time staff. *E*

Train and supervise appropriate staff as directed by area administrator. *E*

Develop and produce informational fliers and brochures and other marketing materials, and disseminate information. *E*

Associate Director, Gear Up - Continued

Prepare and maintain a variety of records and reports including student GEAR UP educational portfolios, participation records, workshop schedules, parent activities log, and program data including the logs and statistics of students including age; ethnicity; and GPA; operate a computer and various software systems. *E*

Collect student and all other necessary program data and assist director in completing the Annual Performance Report (APR) and budget reports. *E*

Establish and maintain effective working relationships and communications with school, college, and industry personnel; attend all advisory meetings and serve as recorder for Advisory Chair. *E*

Assist Director of Special Programs in supervision of GEAR UP staff and represent administrator at meetings or conferences when necessary. *E*

Prepare educational/training materials and present at local, state, and federal conferences. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Education General Administrative Regulations (EDGAR), Office of the Management Budget (OMB) and other federal regulations related to grant funded programs.

Statistical and financial procedures and calculations.

Program budget and other related regulations by the U.S. Department of Education.

Applicable sections of the State Education Code and other applicable laws.

Financial software and budget management.

Oral and written communication skills.

Principles and practices of supervision and training.

Interpersonal skills using sensitivity, tact, patience and courtesy.

Operation of personal computer, software applications and other office equipment.

Research methods and report writing techniques.

Planning and resource allocation.

ABILITY TO:

Perform advanced specialized duties to coordinate, communicate and process information.

Plan, organize and direct activities.

Track school site grant budget and matching funds.

Coordinate research needs for grant compliance.

Supervise and evaluate the performance of assigned staff.

Train and provide work direction to assigned staff.

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

Communicate effectively both orally and in writing.

Associate Director, Gear Up - Continued

Compile and verify data; prepare budget reports including the Annual Performance Report (APR).

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

Prepare and deliver oral presentations.

Work confidentially with discretion.

Effectively use technology in every aspect of daily operations.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or business management, three years increasingly responsible management experience; and a minimum of two years experience in federally grant-funded programs.

PREFERRED:

English-Spanish bilingual.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

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.

On and Off-site Working 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 often 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 50 pounds.