

DIRECTOR OF PRE-COLLEGE PROGRAMS - MJC**DEFINITION**

Under general administrative direction, plans, organizes, and oversees the activities and operations of several target audience pre-college programs, namely TRIO, Educational Talent Search (ETS) and two Upward Bound federally funded programs; authors grant proposals, ensures funding for programs, ensures programmatic, budget regulation and expenditure compliance, writes program curriculum, submits program reports to funding agencies; supervises and evaluates performance of program classified staff, instructors and students and performs other duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the MJC Vice-President – Student Services.

Provides direct supervision to numerous program staff, instructors, and other programmatic and administrative support staff, as assigned.

EXAMPLES OF DUTIES

- Plan, direct, manage and oversee the daily activities and operations of several target audience pre-college programs.
- Prepare, submit, and monitor the annual operating budget for TRIO Programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established District and college policy and procedure.
- Select, train, coordinate, supervise and evaluate all program personnel, services and activities.
- Write open, competitive and continuous grant proposals, monitor their budgets, evaluate program, and prepare financial and annual performance reports as required by the United States Department of Education and the Office of Management and Budget. Develop, recommend, implement, maintain, and distribute policy, procedures, standards, and guidelines for TRIO programs ensuring compliance with federal and state laws and local regulations.
- Participate in the short and long-term planning process for the Pre-College Office; develop strategic planning goals and objectives based on Federal Regulations and grant funding opportunities.
- Communicate with college and District administrators, data processing, fiscal services personnel and other personnel and outside agencies to coordinate activities and programs, resolve issues, and exchange information.
- Maintain current knowledge of new or changing U.S. Department of Education related regulations; develop and modify procedures and standards accordingly.
- Analyze and forecast expenditures for federal student services programs.
- Develop and maintain a system for the maintenance of confidential student files, which include all documents required by the U.S. Department of Education.
- Develop and maintain program curriculum for the summer academic program, Saturday Academies, and workshops.

- Work with area school principals, superintendents, and school districts insure curriculum elective credit compliance at each school district.
- Develop and maintain community partnerships with local school districts, universities and local non-profit agencies, as well as involvement with various on-campus and off-campus committees related to TRIO programs and student academic achievement.
- Coordinate all efforts related to the identification, selection, advising and assessment of program participants.
- Monitor and review student progress; review student files, database, and meet with parents to discuss student progress as needed.
- Address student discipline and conduct issues, meet with parents, principles, counselors to follow policies on suspension and/or removal of student from program.
- Plan and manage college enrollment, selection, advising and administrative services for students in TRIO Pre-College Guidance Course; evaluate student progress.
- Plan and manage dissemination of information about TRIO Pre-College Programs, MJC, Financial Aid and higher education opportunities to high school counselors, teachers and students, community agencies and the public.
- Collaborate with MJC divisions, college staff and area high schools to regarding opportunities for high school students to jump start college and career through guidance courses and other support services (i.e. TRIO, EOPS, CalWORKs, TECH ED).
- Perform other duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Federal, state, and district budgeting cycles and processes.
- Guidelines and procedures of U.S. Office of Management and Budget Regulations (OMB) and U.S. Department of Education Regulation (EDGAR);
- Applicable grant programs and their operating guidelines and procedures;
- Data management computer software related to the management of federal TRIO grants;
- Principles, techniques, strategies, goals, and objectives of public education;
- Human resource practices related to training, supervising, evaluating staff, conflict resolution, team building principles and techniques
- Personnel, payroll, and accounting processes applicable to the District policy and federal government regulations.
- Principles and practices of research methods, curriculum development, retention theories and practices and program evaluation.
- Effective grant writing techniques.

Ability to:

- Communicate and carry out instruction
- Computer skills
- Establish work relationships within the college and outside partners
- Collect, review, and maintain data and program documentation
- Evaluate program performance and establish policy and procedures
- Meet deadlines and accomplish program goals and objectives.
- Plan, organize and implement effective programs
- Ability to work with parents, school administrators and students
- Understanding students from different background, especially those who are low-income and first-generation college bound students

Licenses and Certificates:

Possession of a valid California Motor Vehicle Operator's License.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Master's degree in counseling, guidance counseling, educational counseling, educational administration, public administration, or related field.
- Experience: At least two years of successfully administrating similar programs that assist underrepresented students or federally funded programs.