

PERALTA COMMUNITY COLLEGE DISTRICT – October 2019

ACADEMIC MANAGEMENT JOB DESCRIPTION

DIRECTOR, Hispanic-Serving Institutions (HSI) PROGRAM

(Management Salary Range 1)

Job Code: 700

CLASS PURPOSE

Under the general direction of the Dean of Liberal Studies and Language Arts, the Director of Hispanic Serving Institution (HSI) Program provides leadership, coordination, direction, and vision for the development and implementation of the ACCESO Project as part of the Hispanic-Serving Institution (HSI) Program at College of Alameda. The program director works closely with college staff to implement the ACCESO Project providing students an opportunity to complete a degree, certificate and/or transfer to a four-year university, and to gain financial literacy.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks, which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

1. Curriculum/instruction planning and evaluation responsibilities:
 - Collaborates with deans and department chairs to implement program curriculum and include shared governance in the design and methodology of the program.
 - Keeps updated with current developments in local, state, and national trends of regulations in the areas of curriculum and instruction as they relate to HSI students.
 - Maintains and analyzes current information on effective methods of serving the educational needs of non-traditional populations.
2. Program operations and management responsibilities:
 - Provides planning and leadership for HSI/ACCESO program operations
 - Supervises assigned staff, faculty, and students
 - Acts as budget administrator for grants in collaboration with college and district accounting staff
 - Prepares and monitors program budgets to ensure effective use of HSI/ACCESO funds.
 - Plans, develops, implements, and evaluates programs in compliance with project contracts
 - Works with the assigned program officer at the Department of Education to ensure adherence to grant guidelines
 - Creates an Internal Control Manual
 - Organizes orientations for new faculty and staff; organizes and conducts staff development workshops and activities; provides a climate that supports collegiality
 - Ensures communications between faculty and staff in order to provide the best service to students in the program

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- Maintains relationships with business, labor, industry, governmental agencies, and community organizations
 - Maintains detailed records of expenditures and keeps inventory of furniture for audit purposes to be available 3 years after project ends
 - Researches, develops, and submits funding proposals to support the HSI/ACCESO Program
 - Writes and negotiates contracts with program partners such as school districts or other organizations supporting the HSI/ACCESO Program.
 - Writes and negotiates independent contracts for consultants
 - Prepares and submits monthly reports on program activities and accomplishments
 - Administers data regarding participants and program outcomes
 - Works with the external evaluator to create procedures and protocols for documenting project progress, and creates and maintains quantitative data files and qualitative documentation for project evaluation
 - Creates and/or archives project documentation, including meeting agendas and meeting minutes
 - Leads effort to secure contributions of funds, equipment, in-kind services, and instructional supplies from private and public sector partners; records contributions and donations from corporate and public sector partners
 - Coordinates with national PUENTE Project staff to develop and implement a PUENTE Program as part of ACCESO
 - Maintains program statistics relating to enrollments, success rates, attendance, and other data
3. Outreach, marketing, student recruitment, retention and support responsibilities
- Provides leadership for the HSI/ACCESO outreach, recruitment, orientation, and selection process
 - Promotes HSI/ACCESO through marketing and service on various community and public school forums, boards, and committees within the community
 - Staffs project team and advisory group meetings, synthesizes and prepares notes and minute; disseminates documents to team members
 - Creates and administers the project website, supporting, modifying, and expanding it as necessary; uploads project reports, minutes of meetings, and other documents on website
 - Creates fliers and other marketing materials to promote events and activities
 - Performs other related duties as required

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university.
2. Three (3) years' experience of increasing responsibility in the development, implementation and administration of programs or projects designed for underserved populations.
3. One (1) year of experience training, directing, supervising, and evaluating the work of others.

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4. Strong communication skills (written and verbal) and the ability to present complex academic information to diverse audiences.
5. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
6. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- Possession of Master's Degree from an accredited college or university or terminal degree in Education, Counseling, Psychology, or related field.
- Bilingual English/Spanish proficiency
- Experience with managing and/or implementing federal grants
- Experience working within Hispanic serving initiatives, programs, and activities.
- Demonstrated commitment to educational equity, multiculturalism, and successful student outcomes, preferably at the community college level.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.