

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF COMPLETION PROGRAMS

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

DEFINITION

The Director will advance the equity goals and objectives identified in the strategic plan of Southwestern College. Under general direction: plans, organizes, coordinates, and directs all programs, services, projects, and activities that strategically engage District-wide Title V efforts. This position oversees, develops, expands, and implements First Year Experience (FYE) and Second Year Experience (SYE) programs and services as described in grant objectives and develops plans for program sustainability after the term of award has ended, directly or in collaboration with other administrators. This position is responsible for maintaining full Federal, State, and program compliance. Supervises and evaluates assigned faculty and classified staff; supervises the preparation and maintenance of required records and reports; and assumes responsibility for procurement, expenditure, and accounting for funding in compliance with applicable law and policy.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President, Student Affairs, dean, or designee. Exercises general direction and supervision over assigned faculty and staff and/or peer mentors.

CLASS CHARACTERISTICS

This is an Academic (Educational) Administrator classification that plans, manages, and oversees the daily functions, directs activities related to the management, administration, and pursuit of extramural funding. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the programs and grants requirements. Successful knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines, and federal regulations of Title V. Performance of the work requires an extensive professional background, as well as skill in coordinating programmatic work.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Ensures that Title V funded programs are understood and accepted as an integral part of the district/campus community by representing the programs in formal and informal venues,

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- facilitating communication and discussion regarding completion programs operations and goals and the needs of students in Title V programs, conducting research, managing administrative tasks and operations to comply with program requirements, and reporting research findings in formal and informal venues.
2. Manages and provides leadership in the development and implementation of goals, objectives, and priorities for assigned activities, programs, and operations; recommends and administers policies, procedures, and programs for assigned program areas; participates in long-range planning activities.
 3. Assures the development and operation of an effective tracking and monitoring system for completion programs by working with Institutional Research, Marketing, Admissions and Records, Counseling, Financial Aid, Enrollment Management, and Institutional Technology.
 4. Develops policies and procedures within federal, state, and District guidelines to ensure access to District programs for students served.
 5. Creates partnerships with Counseling, Career, Student Services, and university partners to increase student success, specifically related to transfer or workforce.
 6. Develop Professional Development, training and workshops focused on equity-minded, high impact student engagement practices, and financial literacy. Provides training and professional development to faculty and staff about the grant implementation process.
 7. Oversees and participates in the development and administration of budgets for assigned program areas; participates in the forecast of funds; monitors and approves expenditures; implements adjustments; assumes responsibility for reporting and accounting for categorical funding of programs and related reports; completes appropriate reporting to state agencies for continued funding for assigned programs including but not limited to Title V.
 8. Plans, organizes, directs, and provides administrative leadership for the Title V programs and operations, including FYE/SYE and other related programs and service areas as assigned; directs all aspects related to the planning, staffing, delivery, and evaluation of assigned programs; ensures compliance with Title V regulations and other applicable federal and state regulations and policies; represent the interests of the department.
 9. In partnership with principal investigators or activity component leads: advises and participates in program development; directs and oversees the implementation of grant activities; ensures that project funds are expended in accordance with terms of grant award; monitors grant activities for milestone achievement and quality of outcomes; and submits all reports required by funder, such as monthly activity progress reports, time and effort reports, interim reports, annual performance report, and final report.
 10. Develops and implements goals, objectives, policies, and priorities for the grant-funded program; within program policy, recommends appropriate service levels and resources; recommends and administers policies and procedures.
 11. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the program, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to appropriate administrators.
 12. Manages and participates in the development, administration, and oversight of the grant budget; monitors program expenditures to ensure compliance with established laws and regulations, as well as funder requirements.
 13. Provides leadership, consulting, and technical support to faculty, staff, and administrators in the management of grant funded activities.
 14. In collaboration with key District constituencies, plans and budgets for post-grant continuation of successful strategies implemented during the term of the grant.

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15. In collaboration with other District departments: recommends, develops, and revises District policies and procedures related to the administration and pursuit of extramural funding, in accordance with applicable laws; develops and implements processes and procedures related to post-award grants management; ensures that grant proposals are developed, reviewed, and submitted in accordance with District policies and procedures; provides expert guidance to faculty, administrators, and staff on compliance with applicable laws, rules, regulations, and policies related to the expenditure of grant funds.
16. Collaborates with District leaders to develop plans, goals, priorities, and strategies for grant-funded programs; coordinates efforts with other departments that receive external funding opportunities to create synergies, avoid duplication or conflict, and clarify roles and responsibilities.
17. Identifies and pursues extramural funding opportunities aligned with District goals and priorities.
18. Participates in the selection of, trains, motivates, and evaluates assigned classified staff; coaches' employees toward improved performance; recommends discipline as needed.
19. Attends and participates in professional group meetings and various committees and advisory groups; stays apprised of new trends and innovations in the fields of higher education, extramural funding, and other programs and services related to the area of assignment.
20. Maintains and directs the maintenance of working and official departmental files.
21. Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
22. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned.
23. Responds to difficult and sensitive inquiries and complaints and assists with resolutions and alternative recommendations.
24. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
25. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of project management.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Persuade and positively influence those over whom one has no direct authority.
- Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Principles and practices of record keeping.
- Techniques for effectively representing the district in contacts with governmental agencies,

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community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and assigned program areas.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Develop and monitor budgets and effectively utilize resources.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Select, train, motivate, and evaluate the work of faculty & staff; train faculty & staff in work methods and procedures.
- Delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Maintain accurate databases, records, and files.
- Effectively manage priorities in complex and diverse operational units.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Resolve sensitive issues using mediation and conflict resolution skills.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Master's degree in any academic area **OR** the equivalent **OR** possession of a valid California Community College Supervisor Credential **AND** a minimum of three (3) years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

LICENSES AND CERTIFICATIONS:

Possession of or ability to obtain and maintain a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. The incumbent must occasionally bend or stoop to retrieve and file information. Employees must possess the ability to lift materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, faculty, administrators, and/or external parties in interpreting and enforcing departmental and District policies and procedures.

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