

## **DIRECTOR, RISING SCHOLARS**

### **DEFINITION**

Under general direction plans, organizes, manages and provides administrative direction and oversight for all functions and activities of the special program, including ensuring program compliance with College and grant guidelines and regulations, budget management, and program progress reporting; develops and implements program services as described in grant goals and objectives. This position seeks to improve diversity, equity, and inclusion efforts programmatically and institutionally. Acts as liaison with Probation Departments, Parole Offices, Public Defenders Office, Rising Scholars Network, College Student Services programs, community organizations, and other universities and colleges to enhance services provided to program participants

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial personnel. Exercises direction and supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is a Program Director classification that oversees, directs, and participates in all activities of the Rising Scholars program under the Counseling Department, including planning and development and administration of departmental policies, procedures, and services. This class provides assistance in a variety of administrative, coordinative, analytical, equity, and liaison capacities. Responsibilities include coordinating the activities of the program with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the program. Successful performance of the work requires knowledge of education policy and College functions, activities, and the ability to develop, oversee and implement projects and programs with additional knowledge of student services, counseling functions, instructional strategies, and be able to implement services for eligible participants as detailed in the grant proposals.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Directs, plans, and organizes the daily functions, operations, and activities of the special program in concert with College policies and procedures; provides policy guidance and interpretation; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
2. Directs, develops, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the program; establishes, within College policy, appropriate budget, service, and staffing levels; assist the institution to identify diversity, equity, and inclusion practices for formerly incarcerated students.
3. Develops and implements marketing strategies to promote assigned programs, projects, and services; plans and coordinates assigned program workshops, presentations, information sessions and events.
4. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
5. Recommends, develops, and implements changes to federal, state, local, and District policy; analyzes and evaluates program compliance updating program as necessary.

6. Directs and participates in the program/department budget and develops cost effective strategies, including exploring available grant funds for maintaining program services.
7. Develops and standardizes equitable procedures and methods to improve and continuously monitor the efficiency and effectiveness of the assigned 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 the assigned manager.
8. Researches and analyzes program data; prepares comprehensive technical records and reports; implements corrective action as necessary.
9. Prepares, reviews, and presents reports information updates, and reports on special projects; prepares all required College reports and responds to requests for information from the College administration; advises, provides guidance, and prepares and delivers presentations on issues pertaining to formerly incarcerated and system-impacted students.
10. Establishes and maintains relationships with Probation Departments, Parole Offices, Public Defenders Office, Rising Scholars Network, community leaders, various organizations and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities.
11. Develops and maintains diverse, equity, and inclusion student-monitoring system to ensure compliance with program eligibility standards; initiates, oversees, and directs the collection of student data to measure and evaluate student success, including retention and persistence rates, passing rates, academic achievement scores, and College entrance information.
12. Develops grant proposals that meet funding agency requirements and priorities, including writing the grant narrative and completing all required forms and documents; establishes and maintains contacts with funding agency personnel and potential grant partners.
13. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
14. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies; attends College mandated DHR training and participates in DHR investigations as directed; assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to Human Resources and other appropriate authority as necessary.
15. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Diversity, equity-focused, and inclusion focused principles, practices, and strategies related to access efforts focused on the recruitment and enrollment of new students.
3. Intervention strategies, programmatic components, and service delivery related to the onboarding of new students to the college and specialized efforts designed to assist and retain students in program.
4. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
5. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
6. Principles and practices of grant funding, including techniques and methods of researching grant opportunities, identifying state, federal, private, and corporate grant funding organizations, securing and maintaining funding from external agencies, and complying with reporting requirements.

7. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
8. Goals, requirements, principles, and regulations related to the grant funding, statewide initiatives, and programs.
9. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
10. The provision of specialized support services for student populations specified in the special program.
11. Research and reporting methods techniques and procedures for the development of presentations, business correspondence, and information distribution.
12. Principles and procedures of record keeping, modern office practices, methods, and computer equipment and applications.
13. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
14. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socioeconomic and ethnic groups.

**Skills & Abilities to:**

1. Oversee and address gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of students, especially those who are formerly incarcerated or system-impacted.
2. Articulate and communicate the college's vision and commitment to creating equity, diversity, inclusion and anti-racism academic and work environment.
3. Create and execute resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment
4. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas with diversity, equity, and inclusion focus.
5. Provide administrative and professional leadership and direction for assigned program.
6. Prepare and administer budgets; allocate limited resources in a cost effective manner.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
8. Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
9. Select, motivate, and evaluate the work of staff and train staff in work procedures.
10. Effectively represent the College and the program in meetings with various educational, business, professional, regulatory, and legislative organizations.
11. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
12. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
13. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
14. Effectively communicate in person, over the telephone, and in writing.
15. Understand scope of authority in making independent decisions.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

Master's degree from a regionally accredited college or university in a related field of education and a minimum of two (2) years of full time equivalent years of management and/or administrative experience in developing, implementing, and managing a program for formerly incarcerated and system impacted student population and leading a program for impacted student populations, working with low income, first generation, or ethnically diverse students..

### **Desirable Qualifications:**

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution; OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.

### **Licenses and Certifications:**

If expected to drive a College vehicle, possession of, or ability to obtain, a valid California Driver's License by time of appointment is required.

### **PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.