

**DIRECTOR, ASIAN AMERICAN, NATIVE AMERICAN, PACIFIC ISLANDER
SERVING INSTITUTIONS**

DEFINITION

Under general direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Asian American Native American Pacific Islander Serving Institutions (AANAPISI) grant, including counseling, advising, peer advising, and tutoring; develops and implements programs and efforts to recruit Asian American, Native American, and Pacific Islander (AANAPI) students; coordinates and directs communications, services, resources, and information to meet student needs and ensure smooth and efficient program activities; coordinates assigned activities with other District programs, divisions, and departments, officials, and outside agencies; provides highly responsible and complex professional assistance to the Vice President, Student Services in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President, Student Services. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification that manages all programs and activities associated with the AANAPISI grant. 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 Vice President, Student Services in a variety of areas. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating programmatic work. This class is distinguished from the Vice President, Student Services in that the latter oversees the programming and administration of the District's entire Student Services Division and is accountable for accomplishing divisional planning, goals, and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plans, manages, and oversees the daily functions, operations, and activities of the AANAPISI grant, including counseling, advising, peer advising, and tutoring programs and services.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and services; recommends within policy, appropriate services and resources; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the budget; monitors expenditures to ensure compliance with established laws and regulations, as well as, funding agency requirements.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, 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 Vice President, Student Services.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Vice President, Student Services.
- Participates in developing strategic plans for assigned programs and services by coordinating with other programs, departments, and divisions.

- Assists in the development of instructional and support programs and activities specific to the needs of AANAPI student populations.
- Establishes and maintains relationships with school district officials, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities.
- Initiates, oversees, and directs the collection of student data to measure and evaluate program success; collaborates with District faculty to develop curricular enhancements designed to meet academic advancement of AANAPI students.
- Develops and implements program recruitment strategies and publicity plans; conducts evaluation studies and prepares annual and progress reports to the U.S. Department of Education and District administrators.
- Directs and participates in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to grant services, students, projects, programs, personnel, financial activities, and assigned duties; ensures mandated reports are submitted to appropriate governmental agencies according to established timelines.
- Attends and participates in professional group meetings and various committees and advisory groups; stays abreast of new trends and innovations related to the educational development for underrepresented and underserved AANAPI student populations, including basic skills, second language acquisition, and other educational services.
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to AANAPISI grant programs and services.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect the District or grant funding; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Student Services.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- 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.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

- Principles and practices of developing, implementing, and evaluating AANAPISI grant programs and services, including educational goals, support activities, and specialized interventions for at-risk, first generation, immigrant, underrepresented, and underserved college students.
- Educational practices, pedagogy, and instructional and student support approaches related to the diversity of student preparation and college readiness designed to meet the needs of culturally and linguistically diverse students.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program and service areas.
- Provide administrative and professional leadership and direction for assigned programs and services.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Plan, direct, manage, and oversee a comprehensive grants program.
- Effectively administer a variety of AANAPISI grant projects, events, and administrative activities.
- Effectively work with students of a diverse academic, socioeconomic cultural, disability, and ethnic backgrounds.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Select, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the District and the program in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- 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:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in education, educational leadership, social or behavioral sciences, or a related field and two (2) years working with AANAPISI, low-income, first-generation, underrepresented, and/or underserved student populations, preferably as a teacher, counselor, advisor, or support services provider at the college or high school level.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle 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 or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

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