

MT. SAN ANTONIO COLLEGE**Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS******This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Director, TRIO ProgramsDepartment: CounselingTime (FTE): 1.0 Term (months/year): 12 mos.Work Schedule (Days, Hours): Monday-Friday 8:00 a.m. - 5:00 p.m.Salary Schedule (Range): M-13Background and Rationale (use back of form if additional space is needed): Current Director is resigning position. Need to replace this position for continuity ofTRIO programs (Upward Bound and ACES).

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000-51 4000-121000-64 9000 -1200 100 % Amount \$ 215,979 ✓

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:Lina Y. Soto
1. Requesting Manager Signature02/12/2024
DateMalba Castro
2. Division Vice President Signature2/14/24
DateDelana Miller
3. Chief Compliance/Budget Officer SignatureFeb 23, 2024
DateStacy Manfredi
4. Human Resources Signature3/6/24
DateSokhakong
5. Vice President, Human Resources3/8/2024
Date☒ Funding available ☐ Funding not available Position Number: MA9998 Contract Number: 211532

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

Martha Jane
6. Signature of President/CEOMarch 12, 2024
Date

EZ Salary Projection FY 2023-24 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	CM
Enter salary range	13
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$215,979

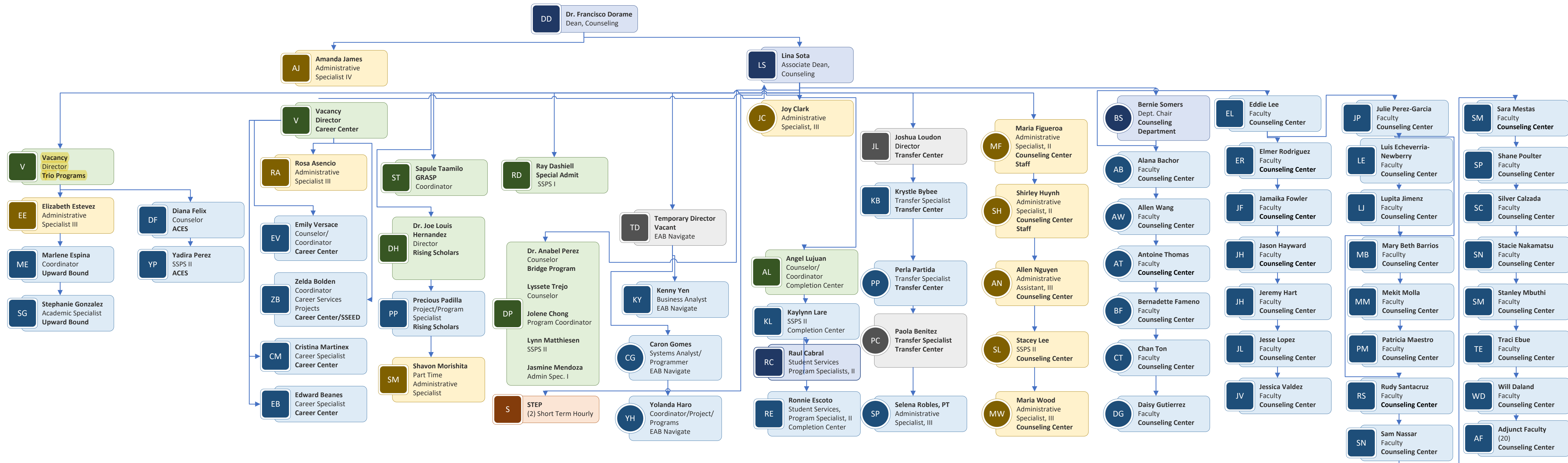
For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 11.21.23 (included 4.11% in CSEA 262, Confidential and CSEA 651)



DIRECTOR, TRIO PROGRAMS

DEFINITION

Under general direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the TRIO Programs, including ensuring program compliance with Federal guidelines and regulations, grants management, and program progress reporting; develops and implements program services as described in grant objectives and serves as primary contact person and representative to the Office of Federal TRIO Programs of the U.S. Department of Education; researches and gathers various program data and develops reports; provides highly complex and responsible support to the Dean, Counseling in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean, Counseling. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that manages all activities of the TRIO Programs. 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 Dean, Counseling 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 Dean, Counseling in that the latter oversees the programming and administration of the District's entire Counseling Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, manages, and oversees the daily functions, operations, and activities of the TRIO Programs.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends within program policy, appropriate service levels and resources; recommends and administers policies and procedures.
3. Participates in the development, administration, and oversight of the program budget; monitors program expenditures to ensure compliance with established laws and regulations, as well as, funding agency requirements.
4. Develops and standardizes 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 Dean, Counseling.

5. Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Dean, Counseling.
6. Participates in developing strategic plans for the program by coordinating with other departments and divisions.
7. Develops and implements annual TRIO Programs recruitment and publicity plan; conducts evaluation studies and prepares annual and progress reports to the U.S. Department of Education, as well as, District administrators and high school partners.
8. 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.
9. Develops and maintains student tracking system to ensure compliance with program eligibility standards.
10. Initiates, oversees, and directs the collection of student data to measure and evaluate student success, including retention and persistence rates, passing rates, high school graduation rates, academic achievement scores, and college entrance information.
11. 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.
12. Advises, provides guidance, and prepares and delivers presentations on issues pertaining to the TRIO Programs.
13. Maintains and directs the maintenance of working and official departmental files.
14. Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
15. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean, Counseling.
16. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
17. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
18. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
19. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
20. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
21. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
22. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
23. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
24. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
3. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
4. 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.
5. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
6. Principles and practices of developing, implementing, and evaluating TRIO Programs.
7. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
8. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
9. Principles and procedures of record keeping.
10. Modern office practices, methods, and computer equipment and applications.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. 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:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
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. Research, apply for, and manage grant funding.
8. Effectively administer a variety of TRIO Programs projects, events, and administrative activities.
9. Effectively work with students of a diverse academic, socioeconomic cultural, disability, and ethnic backgrounds.
10. Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
11. Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
12. Select, motivate, and evaluate the work of staff and train staff in work procedures.
13. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
14. Effectively represent the District and the program in meetings with various educational, business, professional, regulatory, and legislative organizations.
15. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
16. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
17. Establish and maintain a variety of filing, record keeping, and tracking systems.
18. 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.
19. Operate modern office equipment including computer equipment and specialized software applications programs.
20. Use English effectively to communicate in person, over the telephone, and in writing.
21. Understand scope of authority in making independent decisions.
22. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
23. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to graduation from a regionally accredited four-year college or university with major coursework in education, educational leadership, or a related field, and
2. Two (2) years working with high-risk 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.

Amended: 8/2023