

# Imperial Valley College

## Director, TRiO Programs ñ Upward Bound

### DEFINITION

Under the supervision of an appropriate supervisor, the Director of TriO Programs – Upward Bound provides vision, leadership, direction and coordination for the TRiO Programs/Upward Bound in partnership with the leadership of partnering school districts and secondary school administrators; provides for a comprehensive college preparation and retention services for students from low income, first generation backgrounds in compliance with state and federal regulatory guidelines; establishes partnerships with colleges/universities, districts, business/industry, and other community stakeholders to leverage resources and support to strengthen and expand direct services to program participants; establishes and maintains a supportive program atmosphere of positive challenge, relevancy, and academic achievement to pursue postsecondary participants; plan and conduct presentations to community, schools and target

- Maintains compliance with State and Federal regulatory guidelines.
- Ensures that students' program files are updated, maintained, and reported in accordance with Family Education Rights and Privacy Act (FERPA); monitors students' academic and assessment records to analyze satisfactory academic progress; compiles and analyzes evaluation data to identify barriers to progress; provides recommendations for interventions for students experiencing and demonstrating academic difficulties.
- Designs, implements, and monitors TRiO program evaluation, program (p) 22 Midspanic (part, a) 4 (n)-1dTJO T progress; develops and recommends appropriate budgets and budget narratives for multiple programs; supervises expenditures and maintains fiscal responsibility; adheres to responsibilities and requirements for all grant reporting program regulations; ensures maximization of funds to adhere to and implement specialized grants and programs; and maintains time and effort reports.

- Participates on recruitment committees to hire personnel; conducts staff and team meetings; implements staff development programs for personnel; and conducts performance evaluations of staff and personnel.

- Attends a variety of meetings, including District management meetings, school Board meetings, advisory committee meetings, and other meetings.

53.28 TmE  
198/T4040000

-6 i0 ( of-2 (e)6  
8267(1)EM(JL Body

**MINIMUM QUALIFICATIONS:**

Possession of a relevant master’s degree in education, counseling, psychology, social work, sociology, business, or career development, and one year of formal training, internship, or leadership experience reasonably related to the administrator’s assignment or the equivalent.

***DESIRED QUALIFICATIONS:***

Grant-funded project management experience at the federal or state level and community college/university level preferred. Additional experience desired in working with and developing innovative or alternative education and student development programs addressing the needs of a diverse student population.

**WORKING CONDITIONS:**

Environment: Office and overnight travel, including out of state extended field trips.

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

- 1. Seldom: Less than 25 percent
- 2. Occasional: 25 to 50 percent
- 3. Often: 51 to 75 percent
- 4. Very Frequent: 76 percent and above

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**STATUS/RATIONALE**

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the TRiO Programs/Upward Bound of the College and the District.