CLASSIFICATION TITLE: Title V/Hispanic Serving Institution Project Supervisor

Department: Instructional Services   FLSA Status: Non-exempt

Staff Category: CAST               Salary Range: 45

Supervision Received From:
Assistant Superintendent/Vice President of Instruction or Designee

Supervision Given: Title V/HSI Support Staff   Last Revision: July 2009

Original Date: June 2009

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY

Supervises, coordinates, and provides leadership for the successful implementation of the Title V/HSI grant; coordinates the Title V goals, objectives, and strategies in the areas of the Teaching-Learning Centers, the First-Year Experience program, Professional Development, and other activities as they relate to the grant.

DISTINGUISHING CHARACTERISTICS

The Title V/Hispanic Serving Institution Coordinator is distinguished from other Title V/HSI classes by its full supervisory authority over assigned classified, hourly, short-term, and volunteer staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. In conjunction with appropriate administrators and members of the Title V/HSI Committee, provides leadership and oversight for implementation of the Hispanic Serving Institutions grant (Title V), with special focus on goals, objectives, and strategies; in concordance with faculty and administration, develops and implements policies and procedures concerning the operation of Title V programs; coordinates project organization, scheduling, implementation, and evaluation.

2. Supports faculty and staff development as it pertains to the grant; assists faculty in development/implementation of new instructional methodologies and curriculum; collaborates with faculty and administrators on development and implementation of program services; participates in and coordinates meetings with other key Title V personnel, college committees, and District committees.

3. Coordinates evaluation services, including assessment, data collection, and analysis; assures compliance with federal, state, and local requirements and with a variety of narrative and statistical reports, records, files, budgets, accounts, and services to students; assures the maintenance of accurate records and files.

4. Performs a full range of supervisory activities in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime as required; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
5. Serves as liaison between Title V participants and college administration; communicates orally and in writing with
the college, the community, and the local schools to further program goals; represents and communicates Title V
initiatives to the college and the community it serves.

6. Completes and submits activity reports, mid-year reports, and Annual Performance Report; manages and
monitors grant budget; provides monthly summary to the Assistant Superintendent/Vice President for Instruction
or designee.

7. Participates in shared governance through service on planning and/or operations committees and task forces;
participates in local, regional, state, and federal activities related to the Title V grant.

Marginal Functions:

Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Policies and objectives of assigned programs and activities.
2. Supervisory principles and practices, including selection, training, evaluating, and discipline.
3. Applicable federal, state, and local codes, laws, and regulations.
4. Modern office procedures, methods and equipment using computers and applicable software programs, including
word processing and database management systems.
5. Budget preparation and management.
6. Basic research methods and report writing techniques.
7. Interpersonal and multicultural leadership principles, including the use of tact, patience and courtesy.
8. Proper English usage, spelling, grammar, and punctuation.

Skill in:

1. Planning, organizing, and directing grant activities.
2. Supervising, training, evaluating, and directing the work of others.
3. Interpreting and applying rules, regulations, and policies governing federal grants.
4. Interpreting and applying applicable federal, state, and local rules, regulations and policies.
5. Utilizing a computer and related software applications.
6. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
7. Establishing and maintaining effective working relationships with those contacted in the course of work, including
college and community contacts.
8. Prioritizing and scheduling multiple activities simultaneously.
9. Ensuring accuracy in all documents, reports, and correspondence released to the college community and the
public.
10. Preparing clear and concise reports.
11. Communicating clearly and concisely, both orally and in writing.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and
ethnic backgrounds in a community college.
Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of closely-related experience coordinating or managing complex programs or projects, including supervisory responsibilities.

**Education/Training:**

**Required:**

Equivalent to the completion of a Bachelor’s degree in education, business, or a related field.

WORKING CONDITIONS

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students and the public.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel to other District locations.