

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### DIRECTOR STAR PROGRAM

Administrator Salary Schedule: Column 5  
(12 months)

#### BASIC FUNCTION:

Under the supervision of the Vice President of Students Services and Dean of Counseling or designee, develop, organize, coordinate, implement and supervise the day-to-day program activities and operation of Antelope Valley College STAR Program. The Director is responsible for officially serving as a spokesperson for the STAR students and staff in accordance with policies of the US Department of Education and regulations. The Director will monitor and implement the program's budget to the college and the Federal Government.

#### REPRESENTATIVES DUTIES:

- Plan, organize and coordinate implementation of the activities, services and operations of the STAR Student Success grant project, including oversight of resources, STAR personnel, and outside evaluators.
- Maintain cooperative relationships with faculty and college staff, and maintain relationships with business, labor, industry, governmental agencies, and community organizations.
- Manage the program budget and reporting for the STAR Grant in collaboration with Student Services, Academic Affairs, college and district accounting staff.
- Chair STAR Student Success Taskforce, coordinate meetings, set agendas, and maintain meeting records.
- Collaborate regularly with administrators and staff regarding budget, and other matters as necessary.
- Establish and maintain accurate, timely and complete recordkeeping processes, ensuring that all grant reporting requirements and restrictions are observed. In conjunction with the business office, coordinate and compile data and prepare grant reports.
- Administer data regarding participants and program outcomes; conduct research regarding program effectiveness and student tracking; and create and/or archive project documentation.
- Prepare and submit monthly reports on program activities and accomplishments to the college community.
- Communicate the objectives and outcomes of the program to grant staff, administrators, other college personnel, and the grant program officer.
- Attend meetings required by funding sources, which may require out-of-state travel.
- Participate in preparation of federal grant regulation and participation.
- Develop expectations of performance anticipated starting date November 18, 2015.
- Prepare, develop, and submit project grant proposals.
- Supervise the implementation of all the conditions presented in the grant proposals and day-to-day operations
- Implement, monitor, and evaluate comprehensive services to participants.
- Prepare and submit reports (i.e., Annual Performance Reports)
- Supervise, train, evaluate, hire and terminate project staff.
- Evaluate all aspects of the comprehensive projects' plans on a regularly scheduled calendar.
- Meet with the Dean of Counseling on a regularly scheduled basis, and attend any other appropriate meetings at the College and in the community.
- Supervise the recruitment and selection of project participants; ensure that eligibility requirements are met as defined by the U.S. Department of Education.
- Supervise the coordination and implementation of target school visitations and student contacts; oversee the collection and monitoring of student academic records; serve as a liaison between target schools, college, and projects.
- Supervise the coordination and implementation of cultural activities; oversee the planning and implementation of cultural, educational activities, and the end-of-summer trip. Supervise the

coordination of educational programs; oversee coordination of weekly academic and advising sessions, the summer academic component and tutoring components; supervise the training and evaluation of part-time staff.

- Oversee the administration of standardized tests and inventories; supervise the planning and implementation of college visitations, career fairs, financial aid workshops; and study skills/testing taking workshops.
- Maintain communication channels with constituencies.

#### **EDUCATION AND EXPERIENCE:**

- Master's degree from an accredited college or university in a related field of study such as education, counseling, psychology, sociology or other related field.
- Five years of full-time professional education and/or student services work including development, implementation and management of similar education preparation program(s).
- Two years of student advising experience, including personal, career, and academic counseling for general and/or special student populations.
- Strong communication skills (written and verbal) and the ability to present complex academic information to diverse audiences.
- Knowledge of and familiarity with sociological background of ethnic minority groups, first generation, disabled students in need of academic assistance, and low-income persons are mandatory.

#### **Desirable Qualifications:**

- Three to five years of STAR experience preferred.
- Two years of experience in post-secondary education, especially community college experience.
- Counseling experience
- Two years of experience in an administrative capacity with responsibility for supervising staff, project management, budgeting, and report generation.
- Academic advising, transfer planning, enrollment process, and career decision making.
- Grant management experience, including staff supervision, budget management and report writing.
- Bi-lingual: English/Spanish

#### **KNOWLEDGE OF:**

- Operations, services, and activities of the STAR SSS Program;
- Federal, state and local laws, codes and regulations including Title V Regulations;
- Methods and techniques of leadership and management; principles and practices of program development and administration, including knowledge of budgeting; modern office procedures, methods, and equipment including computers and applicable software;
- Methods and techniques of research, analysis, and decision making; English language usage, grammar, spelling, and punctuation; interpersonal skills, using tact, patience, and courtesy; oral and written communication skills;

#### **ABILITY TO:**

- Maintain accurate student records;
- Manage and direct the activities of and provide effective leadership for the STAR SSS program, services and operations;
- Prepare and present comprehensive, effective oral and written reports;
- Interpret, apply and explain applicable federal, state and District laws, regulations, policies and procedures related to assigned functions and Federal Grant management and reporting;
- Work successfully with college faculty, administrators, and staff as well as community representatives;
- communicate and respond effectively with students with diverse qualities;

- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work;
- Learn and apply relevant software programs relating to the operation of the programs;
- Create newsletters

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Supervise and direct student workers and others as required.

**CONTACTS:**

Co-workers, departmental staff, other departmental staff contractors, vendors, outside agencies

**PHYSICAL ABILITIES:**

- Requires the ability to exert some physical effort, such as walking, standing and light lifting
- Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bending at the waist, kneeling or crouching to maintain files.
- Visually focusing upon computer screens and/or other records for sustained periods of time.

**WORKING CONDITIONS:**

Office environment

Constant interruptions

Some traveling