CLASSIFIED MANAGEMENT

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: GRANT DIRECTOR – TITLE V GRANT

BASIC FUNCTION:

Under the general direction of a Dean or higher-level administrator, manage and administer a comprehensive set of activities related to the goals and objectives of the Title V Grant.

REPRESENTATIVE DUTIES:

Facilitate the development and implementation of Title V program activities that assess, improve, and result in higher transfer rates of underrepresented Hispanic students of the district through improved institutional effectiveness. E

Direct and monitor Title V program activities to ensure that goals, objectives, and timelines are met and in alignment with the college’s and the accrediting commission’s priorities and objectives. E

Develop, establish, and execute operational policies, procedures, strategic goals, and standards pertinent to activities related to the goals and objectives of the Title V Grant. E

Direct and monitor Title V program/activity budgets and expenditures to ensure reporting requirements (fiscal and programmatic) are in compliance with federal guidelines. E

Communicate the objectives, progress, and outcomes of initiatives to faculty, staff, students, administrators, and the community. E

Allocate resources to further institutional goals, evaluate results, and develop strategies for continued strength of the college's programs, services, and institutional effectiveness. E

Establish and maintain open and effective communication among faculty, staff, students, and administrators, as well as university and high school partners. E

Partner with a management team dedicated to collaboration and the college goal of integrating instruction, institutional effectiveness, and student services as a way to create and maintain a supportive student learning environment. E

Prepare, write, and submit quarterly fiscal reports, program plans, year-end narratives, and budget reports in a timely and efficient manner; read and interpret contracts, curriculum, and other related documents. E

Supervise Title V program personnel. E

Serve as chair on the Title V program advisory committee and participate in campus workgroups charged with Title V program objectives and activities. E

New Classification
August 2012
Develop and implement an effective system of evaluation of the program and its activities. *E*
Integrate best practices of the program into institutional operation by the end of the grant period. *E*

Perform related duties as assigned.

*E* = Essential duties

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Philosophy, mission, and goals of the District
Current theories and methods related to teaching and learning and the effective delivery of comprehensive student services and programs, including the use of technology and its impact on multicultural issues
Management methods that foster a high level of staff morale to achieve consensus while demonstrating an understanding of and sensitivity to the diverse academic, socio-economic, ethnic, cultural, disability, sexual orientation, and religious backgrounds of the college students
Department of Education and Title V regulations and policies to ensure that activities adhere to all applicable federal, district, and college regulations, policies, and procedures.
Western Accrediting Commission of Schools and Colleges (WASC) accrediting process criteria for ongoing improvement and student success
Institutional research models and methodologies
Federal regulatory practices
Respectful and sensitive communication practices with people who are diverse in their cultures, language groups and abilities
Principles of strategic planning and program development
Principles of budget preparation and administration
Principles and practices of effective management and supervision
Local community and business organizations aligned with the goals of higher education
Participatory approaches to governance
Capabilities of computer systems, hardware, and applications used in comprehensive institutional wide assessment

**ABILITY TO:**

Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving
Learn and apply new information and skills
Demonstrate commitment to the continued improvement of teaching and learning
Create an environment conducive to the development of instructional and service innovations
Exercise independent judgment in developing and implementing creative solutions to program conditions or problems
Work in a dynamic interdisciplinary environment and handle multiple responsibilities
Direct, coordinate, and evaluate the work of others
Communicate effectively, both orally and in writing
Establish and maintain good community relations
Deliver effective public presentations
Plan and organize work to meet changing priorities and deadlines

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Graduation from a recognized college or university with a bachelor’s degree. A graduate degree is preferred.

Experience: Three years of experience planning, directing, and organizing grants or projects reasonably related to the administrative assignment. Experience facilitating the development and administration of student learning outcomes in an institution of higher education is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office/college campus environment

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations
Vision to read correspondence and reports and to use the computer
Dexterity of hands and fingers to operate office equipment, prepare reports and forms, and use a computer keyboard