



Job Classification Description

**DIRECTOR, ACADEMIC SUPPORT SERVICES/JSC
VSC UP SUP BARAINING UNIT**

**GRADE 14
EXEMPT**

BASIC FUNCTION

To administer and direct the College support services for TRIO students including: tutorial programs, counseling, academic advising, services for students with disabilities, and adult students.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor, evaluate the specific programs, functions, services, and activities of the Academic Support Service Department, including operating policies and procedures. Develop and modify programs, services and operating systems in accordance with institutional objectives and resources, as well as student needs.
- Exercise full supervisory authority over six to eight full year round employees and 40 student tutors. Plan and conduct staff meetings and training programs. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems, and the like. Plan staffing needs and work schedules.
- Oversee departmental funding and budget operations, including: perform grant writing activities to ensure ongoing funding for program services; plan, request and administer the department's operating budgets, including general fund accounts and grant-funded accounts.
- Monitor all department operations regularly, and deal with a variety of problems that arise on a daily basis.
- Serve as project director for externally funded academic support services project: research and write funding proposals; compile data on student participation and other aspects of projects; prepare reports to funding agencies; administer grant budgets.
- Serve as academic support services admissions liaison: review applications of and interview students with disabilities and make recommendations on acceptance.
- Attend orientations to serve as proctor, evaluator, and advisor for incoming freshman.
- Supervise the learning specialist who serves over 100 students with disabilities.
- Provide some student advising services as needed.
- Perform other related duties as needed.
- Confer regularly with the Academic Dean, other student services staff, other administrative offices, and college faculty to plan, coordinate and evaluate projects, activities, policies, exchange information, investigate and resolve problems, refer students, consult on specific cases, and the like. Serve on various College committees.

- Represent the College and deal with high school personnel, funding agencies, and technical consultants, and others outside the College.
- Plan and administer appropriate departmental records systems.
- Prepare various administrative reports.
- Keep abreast of developments in the field, and participate in professional groups and associations.

SUPERVISION RECEIVED

Direction is received from the Dean of Academic Affairs.

SUPERVISION EXERCISED

Administrative and functional supervision of seven employees and up to 40 student tutors.

MINIMUM QUALIFICATIONS

Masters degree in education or other appropriate discipline, plus four to six years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of technical knowledge and skills related to programs for students with learning disabilities, laws and regulations concerning the students with disabilities and so forth.
- Relevant experience with grant-funded projects, with grant writing and administration experience desirable.
- Strong program planning, administrative, organizational, personnel and budget management skills.
- Ability to represent the college to deal effectively with college students, faculty and administrators, as well as high school personnel, government agencies, consultants and other outside the College, requiring coordinating, liaison, advocacy, public relations and public speaking/presentation skills.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.