



Job Classification Description

**DIRECTOR, UPWARD BOUND PROGRAM/CSC
VSC UP –PAT Bargaining Unit**

**Grade 13
Exempt**

BASIC FUNCTION

Administer all aspects of the Upward Bound Program, including its summer academic program and curriculum.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor, and evaluate the various specific activities, functions, and services of the Upward Bound Program, including operating policies and procedures. Develop and modify the program goals, objectives, services, activities, and policies, in accordance with student needs, institutional objectives and resources, and funding agency requirements.
- Plan, develop, and oversee the residential summer program; work with teachers to plan academic courses and develop the curriculum; hire, support, supervise, and evaluate teachers; plan and supervise academic testing; teach and conduct workshops and counseling/discussion groups; develop and monitor job sites and serve as a general liaison with on-site supervisors; plan and participate in field trips and special events; make all necessary arrangements for use of residence halls, dining halls, and other campus facilities; serve as general liaison with on-site summer staff, parents, and school representatives; prepare a summer program handbook.
- Recruit and supervise in-school coordinators in high schools associated with the program, including interviewing, hiring, training, and evaluating staff. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, and resolve problems.
- Design and maintain appropriate records systems; prepare reports on program activities and status for funding agency; write successor grant if college chooses to continue the program.
- Design and implement appropriate program and staff evaluation processes to ensure compliance with funding agency requirements.

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- Compile and disseminate information to the public regarding program services. Write/edit various educational and informational materials.
- Recruit students for program and maintain a comprehensive system of student needs-assessment, including by working with prospective applicants and their parents at schools and in their homes.
- Design, implement, and provide personal, career and academic counseling for both residential and outreach components of the program.
- Plan and organize workshops for students during the academic year intended to increase their academic and personal success.
- Provide post-secondary placement of students and provide assistance to students and families throughout the college application and financial aid application process.
- Plan college visits for seniors, and arrange transportation if needed.
- Serve as a general education and behavioral consultant for staff, parents, and school personnel.
- Monitor academic progress of students through regular contact with school personnel, program personnel, students, and family members.
- Attend relevant local, regional, and national professional meetings.

SUPERVISION RECEIVED

General supervision is received from the Director of Student Support Services.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of one to two program staff as well as several in-school staff and college student staff.

MINIMUM QUALIFICATIONS

Master's degree in education, liberal arts, human services, or other appropriate discipline, with master's degree desirable, plus three to five years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong base of general knowledge and skills relevant to the program, such as counseling, teaching, working with community agencies, educational program design, implementation and evaluation, understanding of post-secondary opportunities and admission policies/processes, and the like.
- Ability to relate to targeted constituency as well as associated parents, teachers, school administrators, etc.
- Excellent public relations, planning, program management, and communication skills.

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- Strong counseling skills desirable.
- Ability to work effectively with and serve as a principal program representative to students, parents, secondary and post-secondary school personnel, community agencies, funding agencies, and the like, as well as various college personnel.

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.