



Job Classification Description

DIRECTOR, UPWARD BOUND/JSC VSC UP – SUP Bargaining Unit

**Grade 13
Exempt**

BASIC FUNCTION

To direct and manage the Upward Bound Program, which offers programs and services intended to help low income students do better in high school and go on to college.

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 program goals, objectives, services, activities, and policies, in accordance with student needs, institutional objectives and resources, and funding agency requirements.
- Exercise full supervisory authority three to four employees, and up to 40 part-time and/or student instructors, counselors and coordinators associated with the program. 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.
- Develop and administer the program operating budget.
- Perform a variety of key research and planning tasks associated with the program, typically involving developing program goals and specific plans for implementing goals, writing grant proposals, designing educational and counseling programs for summer and academic year components, developing standards and procedures for identification and selection of eligible students, and the like.
- Supervise and carry out a variety of tasks associated with the recruitment, testing and selection of program participants.
- Supervise and carry out a variety of on-going administrative tasks associated with the program, such as designing and maintaining appropriate records systems, preparing reports on program activities and status for funding agency, designing and implementing appropriate program and staff evaluation processes to ensure compliance with funding agency requirements, and so forth.
- Supervise and carry out planning tasks associated with the summer residential program, such as evaluating appropriate academic class levels for students, scheduling the academic program, hiring summer staff, developing job sites,

planning group excursions and projects, making all necessary arrangements for use of residence halls, dining halls and other campus facilities, preparing a handbook on the summer program, and the like.

- Supervise the summer program, including staff and participant supervision, coordinating of activities, monitoring job sites and serving as a general liaison with on-site supervisors.
- Compile and disseminate information to the public regarding program services. Write/edit various other educational and information materials.
- Assist in supervising 15 to 20 part-time and/or student counselors and coordinators associated with the program, as well as program office staff, including: interviewing, hiring and training.
- Supervise and carry out post-secondary placement of students and provide assistance to students and families throughout the college application and financial aid application process. 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.
- Confer regularly with supervisor and other College personnel to plan, coordinate and evaluate programs/services/activities, investigate and resolve problems, exchange information, and the like.
- Serve as principal program liaison with a wide range of individuals and organizations outside the College associated with the program, including funding agencies, high schools, state agencies, other state and regional program directors, social service agencies, VSAC, VEOP, NEAEOPP, NCEOP, relevant professional organizations, and the like.

SUPERVISION RECEIVED

Direction is received from the Associate Academic Dean of undergraduate programs.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of three to four employees and up to 40 part-time and/or student program staff.

MINIMUM QUALIFICATIONS

Masters degree in education, counseling, administration, or other appropriate discipline, plus two to four years of relevant counseling, teaching and administrative experience with secondary school experience desirable, 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 and testing, working with community action agencies and high schools, curriculum development, implementation and evaluation, understanding of post-secondary opportunities and admissions policies/ processes, and the like. Directly related experience working with the program's targeted constituency.
- Excellent writing skills, with relevant experience in grant proposal development and administration.
- Strong counseling skills.
- Strong planning, administrative, organizational, supervisory skills, and budget management skills.
- Ability to deal effectively with and serve as principal program representative to students, parents, secondary and postsecondary school personnel, community agencies, funding agencies, and the like, as well as various College personnel, requiring skills in individual counseling, coordinating, public presentation and public relations.

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.