

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

HISPANIC-SERVING INSTITUTIONS DIRECTOR

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, assume management responsibility for the planning, development, direction, supervision, fiscal management, promotion, and evaluation of the Hispanic-Serving Institutions (HSI) Title V grant (project) at Chabot College; assume responsibility for overall development and operations of the HSI grant/project with the assistance of faculty and staff; and assume primary responsibility for the successful fiscal, operational, and compliance administration of the federal grant.

This position is categorically funded. Continuation of this position is contingent upon available funding on a year to year basis.

MANAGEMENT RESPONSIBILITY

The HSI Director is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of assigned Vice President, is responsible for the satisfactory completion and/ coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. This position involves direct collaboration with administrators, faculty, and staff in planning and directing goals related to HSI project objectives. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide leadership, plan, organize, manage, and direct the operations and activities of the Hispanic-Serving Institutions (HSI) grant/project; provide overall direction and guidance of day-to-day operations; develop, direct, supervise, evaluate, and provide leadership to the overall development and operations of the HSI project with the assistance of faculty and staff; perform a full range of general administrative responsibilities.
2. Manage the development and implementation of long- and short-range goals, objectives, and priorities for the HSI.
3. Coordinate and participate in the development and implementation of various HSI programs and services including: programs to improve Hispanic student math preparation and assessment in gateway development math courses; establishment of El Centro as a resource center with Spanish-speaking staff for students and families; and establishment of an Ethnic Studies pathway that will include courses such as Chicano/Latinos in the United States.

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4. Provide professional development in culturally responsive pedagogical approaches.
5. Promote minority hiring to reflect the predominantly Hispanic community served.
6. Create and manage assigned budgets; administer and oversee all fiscal activities related to the federal Hispanic-Serving Institution grant in conjunction with other responsible staff and the District's business office for successful roll-out and completion of projects; monitor expenditures.
7. Conduct ongoing program review; provide guidance and progress reports for internal and external program audits and reviews; evaluate the effectiveness of programs and services; complete reporting requirements and communicate with United States Department of Education; ensure appropriate data collection.
8. Create, design, develop, and implement materials, processes, and procedures related to area of assignment; participate in the development of newsletters, brochures, forms, manuals, and other appropriate information about HSI activities.
9. Support HSI outreach activities with local high schools and four-year institutions in order to increase the enrollment of HSI students; work with College and District personnel in the design, marketing, and promotion of HSI programs and activities; develop outreach and orientation workshops and materials in Spanish and for Spanish-speaking parent.
10. Coordinate academic counseling services to HSI grant students as needed.
11. Participate in a variety of meetings in support of HSI programs and activities; organize the project Advisory Committee and represent the College at local, regional, and state-wide activities, meetings, and conferences; attend federal HSI Project Director meetings as required by the United States Department of Education.
12. Supervise assigned staff and contractors; ensure that internal progress reports from project staff are completed.
13. Work collaboratively with the key stakeholders on campus including Evaluators, Activity Director, Student Equity and SSSP Directors, and Institutional Research staff to evaluate all Title V objectives.
14. Negotiate and continuously establish and/or improve relationships with current and potential collaborators and community partners.
15. Serve as Chicano Latino Education Association Co-Chair; plan, organize, and coordinate program-related events and activities, including Bienvenida, Cinco de Mayo, transfer day, Raza Day, Dia De Los Muertos, Scholarships, field trips, and program-related workshops; design and prepare all public relations materials, brochures, and/or flyers.
16. Develop and oversee strategies to deliver effective assessment, orientation, counseling, and guidance services as well as educational programs to HSI students.
17. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
18. Solve operational problems as they arise and document best practices.
19. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Methods and techniques of leadership and management.
2. Principles and practices of program development and administration.
3. Principles and practices of budget preparation and administration.
4. Principles of supervision, training, and performance evaluation.
5. Operations, services, activities, procedures, specific rules, and precedents related to HSI programs.
6. Program review, Student Learning Outcomes, and program evaluation processes.
7. Practices, procedures, and activities of a higher education program.
8. Principles and practices of advising and college orientation.
9. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
10. Principles and practices of fiscal, statistical, and administrative research and report preparation.
11. Principles of business letter and report writing.
12. Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
13. Pertinent federal, state, and local laws, codes, and regulations including local, state, and federal laws, regulations, restrictions, and requirements related to area of assignment
14. Federal and state educational assistance programs; program specific agencies and institutions.

Ability to:

1. Develop, coordinate, manage, direct, and provide effective leadership for HSI programs and services.
2. Plan, organize, and coordinate program activities.
3. Oversee and participate in the development and implementation of policies, procedures, goals, and objectives for assigned areas.
4. Envision, develop, and maintain short- and long-term strategic initiatives related to area of assignment.
5. Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
6. Provide effective coordination, supervision, encouragement, and support to students, faculty, and staff.
7. Demonstrate strong interpersonal skills with ability to motivate and empower faculty, staff, and students to succeed.
8. Research, compile, analyze, and interpret information and data.
9. Direct the maintenance of a variety of reports, records, and files related to assigned activities.
10. Prepare and present complex and comprehensive narrative and statistical written and verbal reports including a variety of mandated and requested College, District, and federal reports.
11. Analyze complex issues and facilitate collaborative problem solving.
12. Be an active and contributing member of the administrative team, approaching individual and shared tasks with equal enthusiasm.
13. Be an active and engaged member of the community, with a demonstrated commitment to empowering and encouraging students to succeed.
14. Be an active and contributing member of the college mission and values including teaching, learning, diversity, and innovation.
15. Operate and instruct on computer-assisted guidance systems.
16. Plan, organize, direct, and coordinate the work of assigned staff.

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17. Select, supervise, train, and evaluate staff.
18. Prepare and administer assigned budgets.
19. Understand the organization and operation of the District, College, and of outside agencies as necessary to assume assigned responsibilities.
20. Interpret, apply, and explain District and program policies and legal regulations and requirements.
21. Conduct meetings and serve on committees.
22. Demonstrate sound judgment.
23. Communicate clearly and concisely, both orally and in writing.
24. Establish and maintain effective working relationships with those contacted in the course of work.
25. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

MINIMUM EDUCATION & EXPERIENCE

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in education or related field.

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment. Three years of leadership experience working with Hispanic and other high-need, low-income students that includes development, implementation, and/or management of a similar federal grant.

Other Qualifications

Bilingual: read, write, and communicate in Spanish.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Some evening, weekend, and travel may be required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT

The Hispanic-Serving Institutions Director shall be selected by the Governing Board upon the nomination of the College President and the District Chancellor.

Adopted by Board of Trustees on June 20, 2017

Effective: June 21, 2017

Job Family: Administrative