

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

MENTOR PROGRAM DIRECTOR

Grant Funded

*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, and evaluation of the California Early Childhood Mentor Program; provide leadership in order to articulate and actualize the mission and scope of the program.

This is a grant funded or limited term position and is subject to continued funding.

MANAGEMENT RESPONSIBILITY

The Mentor Program 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 the Vice President, is responsible for the satisfactory completion and/or 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. 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 AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

1. Provide leadership, plan, organize, manage, and direct the California Early Childhood Mentor Program's operations and activities; perform a full range of general administrative responsibilities; monitor overall program implementation;
2. Evaluate the effectiveness of California Early Childhood Mentor Program's services, activities, and programs; coordinate and participate in the development of new programs and services;
3. Manage the development and implementation of program goals, objectives, and priorities; develop and administer program policies and procedures;
4. Establish, maintain, supervise, and update fiscal systems for the program area; oversee preparation of financial reports and annual documents for funders;
5. Approve monthly invoices submitted to the Child Development Division of the California Department of Education; authorize all payments;
6. Formulate annual funding proposals;
7. Oversee the preparation, processing, and monitoring of complex contracts in a multi-grant environment;
8. Represent the Mentor Program at public forums, conferences, meetings, hearings, and related events; represent the Mentor Program at legislative hearings including to provide public testimony;
9. Develop and produce a variety of program and presentation materials; develop handbooks and guidebooks; write articles for publication; prepare press releases;

Chabot-Las Positas Community College District
Mentor Program Director (Continued)

10. Initiate collaborations with other programs and agencies in order to enhance implementation of Mentor Program objectives; maintain positive, proactive relationships with other District/College units as well as funding agencies to ensure full grant compliance and process efficiency;
11. Participate and serve on a variety of committees and task forces including the State Chancellor's Office advisory committee on child development, quality improvement committees, and other committees;
12. Maintain ongoing communications with program participants, colleges, the field, and other interested parties;
13. Explain, justify, and defend programs, policies, and activities; negotiate and resolve sensitive and controversial issues;
14. Approve all program-related course outlines;
15. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures;
16. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public policy and early childhood education; incorporate new developments as appropriate;
17. 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. Advanced principles and practices of early childhood education program development and administration including program design, implementation, and evaluation;
3. Operations, services, and activities of the California Early Childhood Mentor Program;
4. Demonstrated working knowledge of, and leadership in, the field of early childhood education;
5. Early childhood education public policy arena including public policy issues concerning the relation between higher education and workforce/employment trends;
6. California Community College system;
7. Principles and practices of budget preparation and administration;
8. Grant development and management principles and practices;
9. Principles of supervision, training, and performance evaluation;
10. Principles and procedures of financial record keeping and reporting;
11. Interpersonal skills using tact, patience, and courtesy;
12. English usage, spelling, grammar, and punctuation;
13. Oral and written communication skills;
14. Office procedures, methods, and equipment including computers and applicable software applications;
15. Pertinent federal, state, and local laws, codes, and regulations including local, state, and federal laws, regulations, restrictions, and requirements related to assigned program area;
16. Principles and practices of public speaking.

Chabot-Las Positas Community College District
Mentor Program Director (Continued)

Ability to:

1. Coordinate, manage, direct, and provide effective leadership for the California Early Childhood Mentor Program;
2. Oversee and participate in the development and implementation of policies, procedures, goals, and objectives for assigned program areas;
3. Analyze and assess programs, policies, and operational needs and make appropriate adjustments;
4. Research, analyze, and evaluate new service delivery methods and techniques;
5. Maintain current knowledge of trends related to early childhood education;
6. Plan, organize, direct, and coordinate the work of assigned staff;
7. Select, supervise, train, and evaluate staff;
8. Prepare and administer an operational budget and grants;
9. Work effectively in a multi-grant environment;
10. Interpret, apply, and explain District, College, and program area policies, regulations, and requirements;
11. Understand the organization and operation of the District, College, and of outside agencies as necessary to assume assigned responsibilities;
12. Apply excellent communication skills including English language writing and grammar skills; communicate effectively via written correspondence, listening, speaking, and communicating complex ideas clearly;
13. Coordinate assigned functions with other District and College departments as well as other agencies as appropriate; collaborate with organizations and individuals on relevant policy and strategic issues;
14. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
15. Conduct meetings and serve on a variety of committees;
16. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications;
17. Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines;
18. 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;
19. Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM EDUCATION AND EXPERIENCE

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

Education/Training:

A Master's degree from an accredited college or university with major course work in early childhood education, public or business administration, or a related field.

Experience:

Four years of progressively responsible experience in early childhood education program administration that includes program and budget development, oversight, administration, and review.

PHYSICAL ACTIVITIES AND WORKING ENVIRONMENT

Working Environment:

Work is performed primarily in a standard office setting with travel to different sites and locations to attend meetings and conferences. Must be able to provide own transportation.

Physical Activities:

Performing the duties of this job involves the physical activities associated with working in an office setting, including: standing and/or sitting for prolonged periods of time; operating office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; verbally communicating to exchange information; lifting, carrying, pushing, and/or pulling light to moderate amounts of weight; and occasionally stooping, bending, kneeling, crouching, reaching and/or twisting. This position also involves regular travel to various locations.

INDIVIDUALS WITH DISABILITIES WHO ARE UNABLE TO CARRY OUT THE PHYSICAL ACTIVITIES OF THE POSITION WILL RECEIVE REASONABLE ACCOMMODATIONS TO ENABLE THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

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

APPOINTMENT

The Mentor Program Director shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.