This is a temporary, grant-funded professional expert position subject to yearly renewal for the duration of the grant.

POSITION DESCRIPTION
Under the direction of the Dean of the Fontana Campus, the Upward Bound Project Director is responsible for the administration and supervision of all aspects of the Chaffey College Upward Bound Program. The Project Director is also responsible for the supervision and evaluation of staff assigned to the Upward Bound program. The major challenges of this position are the reporting, billing and budget maintenance in the context of grant compliance.

Administration of the grant includes planning; budgeting; record keeping and program performance reporting; development of policies and procedures, recruitment, training, supervision and evaluation of staff; outreach activities at target schools and the local community; recruitment of student participants; and fostering parent and program relations. An essential function of the director will be to formulate and manage the budget of the program, ensuring that expenditures are in accordance with institutional and grant source stipulations and regulations. The director will also oversee the development of curriculum; advisement; academic support services; college exploration and planning activities; college finance awareness; and student development. The Project Director will serve as the primary liaison with the local target schools and district to ensure ongoing compliance within the parameters of the grant.

RESPONSIBILITIES
- Develops and oversees the plan of operations for the Academic Year component and the six week Summer Program component of the project.
- Develops and manages Program budget, authorizes and monitors project expenditures, ensuring compliance with institutional and grant source stipulations and regulations.
- Develops and supervises a college preparatory program including instruction, academic support, student development, advisement and college awareness designed to prepare disadvantaged high school students for postsecondary education.
- Directs all activities, including a college preparatory tutorial and/or supplemental instruction program in established target school site.
- Recruits, trains, supervises, and evaluates project staff.
- Develops project policies and procedures consistent with relevant federal, state, and campus laws, regulations and guidelines.
- Maintains awareness of all relevant campus collective bargaining agreements as well as all relevant laws, regulations, and guidelines of the U.S. Dept. of Education.
- Oversees the design and implementation of instructional curriculum and academic support services.
- Oversees the development of the plan of recruitment for students and supervises the recruitment and enrollment effort for project participants and engages in outreach to local target schools and communities to promote the Program and support recruitment.
- Ensures that all appropriate records and information are properly generated, maintained, and stored, including but not limited to records pertaining to budget and financial activities, project enrollments, student academic performance, and participant postsecondary enrollment.
DISTRICT QUALIFICATIONS
• Master’s degree in education, education administration, curriculum and instruction, counseling, student personnel, or related discipline.
• Three (3) years’ experience in administration of programs serving educationally or economically disadvantaged populations in a high school, college or other educational environment.
• Two (2) years’ experience in program implementation and supervision of staff.
• Two (2) years’ experience in budget management and performance reporting.
• Demonstrated experience with college application, admissions requirements and financial aid.
• Proficient computer skills including Microsoft Office Suite and database management.
• Bilingual in English and Spanish.
• Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic cultural, disability, and ethnic backgrounds of community college students and the community at-large.

Knowledge, Skills and Abilities Required
• Knowledge of college preparatory requirements.
• Ability to develop and maintain effective working relationships with local public secondary schools.
• Ability to make presentations to large and diverse audiences.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

DESIRABLE QUALIFICATIONS
• Certification in secondary education, education administration, curriculum development or other related field.
• Experience working with TRIO or similar programs.
• Experience working with California high school curriculum and graduation standards.
• Knowledge of California A-G college entrance requirements.

SPECIAL CONDITIONS
• Working hours: 7:30 a.m. – 4:30 p.m., Monday – Friday.
• Must be available to work evenings and weekends as assigned.
• Some travel will be required. Must have a valid California driver’s license, safe driving record, current automobile insurance and use of personal car or other reliable transportation.
• Must be able to pass a criminal investigation and reference/background check which includes receiving clearance from the Department of Justice.

APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include a District application, resume, and a copy of transcripts indicating the degree(s) earned. Please do not include any other additional documents. District Applications can be found at the Chaffey College Human Resources website: http://www.chaffey.edu/humres/District%20Application%2003%2004%2015.pdf. Please submit completed application packets to: Chaffey College, Human Resources, 5885 Haven Avenue, Rancho Cucamonga, CA 91737, by the application deadline.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month, professional expert position. Continued employment is contingent upon funding and approval of the Chaffey College Governing Board. The monthly salary is $5,666; Excellent benefits include: health care, dental program, and vision services for employees and eligible dependents; employee life insurance; sick leave; and retirement coverage through the Public Employees Retirement System (PERS).