



Position Title: Grant Director- High School Equivalency Program
Reports To: Chairperson, Homestead Campus
Department: School of Community Education
Prepared By/Date: Geoffrey Gathercole/09-08-2010
Approved By/Date: Thania Rios/06-30-2010
Revised: Jennifer C. Brito/09-28-2010

Job Code: 0135
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

The Project Director is responsible for all aspects of planning, implementing and managing the High School Equivalency Program (HEP), including achievement of all deliverables, compliance with all Federal, State and College fiscal requirements, and coordination with existing Adult Education programs.

Essential Duties and Responsibilities:

- Hires, supervises and evaluates quality personnel to ensure excellence in program delivery
- Oversees the design and implementation of processes to ensure adequate recruitment and retention of participants and delivery of first-class instructional and support services to achieve project deliverables
- Administers project budget to ensure that funds are spent according to project requirements and the deliverables are met
- Oversees the collection of data and preparation of reports to comply with reporting requirements
- Maintains an active presence in the community to promote the project and assure its success
- Recruits and manages an Advisory Board of individuals from the community who can add value to the project through their expertise in an advisory capacity
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of grant management including budget, personnel management and reporting
- Excellent organizational and communication skills
- Experience working with the migrant workers or similar populations
- Ability to define problems, collect data and draw valid conclusions for reporting purposes
- Ability to work in multi-ethnic, multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree and three (3) years of experience including at least two (2) years in grants management and/or Adult Education administration

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name