



Position Title: Program Director, GEAR UP Grant
Reports To: Dean of Students
Department: GEAR UP
Prepared By/Date: Donna French/11-03-2011
Approved By/Date: Thomas Albano/11-04-20011
Revised:

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

Summary:

The primary purpose of the Program Director is to ensure the continued viability and presence of the Gaining Early Awareness and Readiness for Undergraduate Program (Gear UP) by complying with and abiding by all federally mandated requirements of the program. Grant compliance and meeting stipulated goals, objectives and outcomes, is a primary function of this position. Equally important is maintaining the partnership between MDC, Miami Dade County Public Schools, and Communities in Schools (CIS).

Essential Duties and Responsibilities:

- Provides leadership and daily management of local GEAR UP program
- Manages and maintains ongoing relationship between GEAR UP and MDC
- Manages community partnerships including but not limited to/between GEAR UP, Communities in School, MDC, and Miami-Dade County Public Schools
- Coordinates and integrates initiatives that promote and enhance student services
- Implements and manages accountability of program standards and measures
- Coordinates, manages and implements yearly calendar of activities and events
- Ensures compliance with program funding agencies,
- Supervises data management and preparation of all required reporting
- Maintains and manages working budgets at the college
- Recruits and provides guidance to Advisory Council of local stakeholders
- Ensures effective delivery, reporting, and execution of program goals and objectives
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of social worker principles, educational principles, and curriculum development
- Knowledge of college preparedness, admissions, and registration procedures, familiarity with FAFSA website and Financial Aid processes
- Knowledge of social worker statistical methodologies, and research practices
- Ability to understand and interpret technical and instructional material related to social work and or education measures and policies
- Knowledge and ability to perform grant writing procedures
- Ability in public speaking and instruction delivery methods
- Familiarity with current social work and educational related periodicals, publications and journals
- Ability to work well in a multi-ethnic and multi-cultural environment with faculty, students, and staff

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 quiet.

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; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

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:

Non-Essential

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 related experience; or Bachelor's degree and seven (7) years of experience in management

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name