



Position Title:	Program Director	Job Code:	0703
Reports To:	Dean of Students	Job Group:	PEC
Department:	Take Stock In Children (TSIC)	Salary Grade:	16
Prepared By/Date:	Alejandro R. Alvarez/06-24-2009	FLSA Status:	Exempt
Approved By/Date:	Herbert Robinson/06-24-2009		
Revised:	Jennifer C. Brito/07-29-2009		

Summary:

The primary purpose of the Program Director is to ensure the continued viability and presence to the Take Stock in Children program by securing and maintaining ongoing funding of the program services. Grant compliance and meeting stipulated goals, objectives and outcomes, is a primary function of this position. Equally important is maintaining the partnership between MDC, MDCPS, and TSIC inc.

Essential Duties and Responsibilities:

- Provides leadership and daily management of local TSIC program
- Manages and maintains ongoing relationship between TSIC and MDC
- Manages community partnerships including but not limited to/between TSIC, South Florida Workforce, 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, sponsors, and individuals
- Supervises data management and preparation of all required reporting
- Promotes and executes initiatives that maintain or increase funding base
- Maintains and manages working budgets at the college and with the MDC Foundation
- Recruits and provides guidance to Leadership Council of local business, community/civic leaders
- Ensure effective delivery, reporting, and execution of program goals and objectives
- Assists in fund-raising events, planning, and collaborations
- Perform other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of social worker principles, educational principles, and curriculum development
- Knowledge of 501c3 non profit operations
- Knowledge of college preparedness, admissions, and registration procedures, familiarity with FASA 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 to plan and prepare fund raising events and activities, proficiency in all Microsoft Office related software
- Ability in public speaking and instruction delivery methods
- Familiarity with current social work and educational related periodicals, publications and journals

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.

- Masters degree and three (3) years of related experience or Bachelor’s degree and seven (7) years of experience in management and five (5) of these years in management of a non-profit

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name