

management position



College
of the
Sequoias

College of the Sequoias

915 S. Mooney Blvd.
Visalia, CA 93277-2214
(559) 730-3867

Position: 3726-m-03-10
Opening Date: October 12, 2009
Closing Date: October 30, 2009

Assistant Director, Title V/Achieving The Dream

Categorically funded - (5 year Grant)

Full-time, 12-month, Management Position
7:45 a.m.— 4:45 p.m., Monday through Friday
Web: www.cos.edu

Description of Position

Under the direction of the Title V Director, the Assistant Director will be responsible for coordinating the activities and programs initiated by the Title V/Achieving the Dream (ATD) grant. Responsibilities include program development, budget and program management, and evaluation of assigned certificated and classified staff.

Minimum Qualifications

Education and Experience

Any combination equivalent to:

- A master's degree in counseling, education, sociology, psychology or related field **and**
- three years experience managing a state and/or federal funded program or project **or**
- three years experience as a teacher or academic counselor **and**
- Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students.

Licenses and Other Requirements

- Valid driver's license.
- An incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed in this classification by the College of the Sequoias.
- Ability to speak Spanish is highly desirable.

Representative Duties

- Plan, prioritize and oversee the implementation and coordination of the Title V/ATD Grant Program.
- Oversee orientation, placement, and assessment component of program.
- Collaborate with Faculty Coordinator to review curriculum, recruit faculty and organize Faculty Inquiry Groups (FIGS).
- Select, supervise and evaluate program staff.
- Manage the budget for the grant ensuring that all established project fiscal policies and procedures are followed. Advise and assist in the procurement and proper distribution of, and accounting for, all grant acquired equipment.
- Ensure timely completion of all activities and objectives in the project plan.
- Facilitate the smooth operations of the project in full compliance with federal guidelines; become and remain current regarding Title V and Department of Education policies and grant terms.
- Develop and implement an effective and objective system of evaluation of both the components of the program and their impact on the institution.
- Prepare annual reports and fiscal reports for Department of Education and other agencies.
- Participate in First Year Experience Council meetings regarding the various activity components.
- Arrange workshops and training opportunities consistent with program objectives; develop new learning communities.

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- Work in conjunction with various campus constituencies to ensure that new instructional strategies and curriculum are infused to allow for systematic improvements campus wide.
- Serve as liaison between the Title V/ATD Grant Program and faculty and administration of the college, insuring regular, open communication about the various components of the grant.
- Oversee tutoring program and supervision and evaluation of tutors.
- Perform related duties as assigned.

Employment Information

- Salary is at Range M-12 (\$59,517 - \$83,746 annually).
- 12-month probationary period.
- District-paid medical/dental/vision insurance program for employee and dependents.
- Employee life insurance (\$100,000) is provided.

Screening Procedure

Only complete application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

Application Procedure

Applicants **must** submit the following materials which must be received by Human Resource Services on or before the application deadline,

October 30, 2009 / 4:30 p.m.

- Completed COS administrative application form
- Diversity statement (included in application packet)
- Cover letter which discusses your interest in this position and addresses your competence in the areas of responsibility listed under the Description of Position and Representative Duties.
- Resume
- Unofficial copies of transcripts of college/university work.

Send to:

Human Resource Services

Linda Reis

(559) 730-3867

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Note: Incomplete application packages will **not** be forwarded to the selection committee for consideration in the hiring process. All documents received become the property of the District and will not be returned. Human Resource Services will **not** copy any of the materials submitted for the applicant.

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Notice to all Candidates for Employment

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens.

College of the Sequoias is an Equal Employment Opportunity Employer, committed to equal opportunity and treatment in all aspects of its relations with faculty, students and staff members, without regard to race, color, national and ethnic origin, sex, sexual orientation, marital status, religion, age or handicap.