

## **Job Description - Program Director**

### **General Information**

The TPSSS program at WOU is a federally-funded TRiO grant program that is funded to provide services to 140 students majoring in education who are first generation, low-income or have documented disabilities. Students in TPSSS must qualify under guidelines established by the federal government. A full-time director administers this program. Two educational advisors assist in providing personal guidance, academic advising, tutoring, special instruction in writing, study skills and career exploration to participants. Staff members coordinate the course offerings, provide instruction, and develop other educational programming delivered through the office. The Project Support Specialist is the principal support person in the office, maintains database records, financial records, student records and prepares federal reports. The TPSSS director also supervises part-time student workers.

The TPSSS program exists to help retain students in their academic pursuits until they graduate from WOU. This Student Support Service TRIO program coordinates and provides advising, programming, referral and resource information designed to assist students in their successful accomplishment of academic and life skills. Specifically, TPSSS's objectives are to assist students in academic, career, cultural, financial, personal and social areas as individual needs are assessed, with outcomes measured in persistence, good academic standing, and graduation rates.

### **Primary Responsibilities**

The primary responsibility of the Director is to provide overall administration of the Teacher Preparation Student Support Services Program. The Director is responsible for the planning, organizing, implementing, staffing, budgeting and reporting requirements for this program. Specifically, the Director will coordinate the recruitment, identification and selection of students who participate in this Student Support Service program. The Director will develop and manage the program budget. The Director will also write program performance reviews, continuation grant documents and grant proposals as required by the U.S. Department of Education.

#### **A. Description of Duties/Responsibilities:**

Percent of Time

Duties

**\* 45%**

***Program Planning Operation and Advisement***

Provide program direction to achieve the goals and objectives as approved by the US Department of Education and University guidelines. Assist with the collection of statistical data. Supervise the overall operation of the TPSSS Program as an administrative unit within Academic Affairs. Provide advisement to approximately 20% of program participants.

**\*20%**

***Classes, Workshops and Conferences***

Present credit-bearing course instruction and workshops for program participants.

**\* 20 %**

***Coordinate, Recruit, Train and Evaluate Staff***

Recruit, hire, train and supervise all project staff. Facilitate weekly staff meetings and coordinate staff development. Coordinate the recruitment, identification and selection of eligible students. Conduct formative and summative program evaluations.

**\*10%    *Manage Program Budgets, Fiscal Reports, Performance Reviews and Grant Writing***

Managing program budget, generate fiscal reports for the institution and the US Department of Education. Responsible for submitting periodic reports and grant proposals as required by the USDE.

**\*5%**

***Professional Development and University Service***

Attend regional and national conferences and workshops as required for Directors of Student Support Service programs. Participate in relevant, on-going training. Participate in institutional initiatives related to student recruitment, cross-departmental programming, and general under-represented student advocacy.

**B: Qualifications:**

**Required:**

Master's Degree. Three years of experience in the areas of staff supervision, budget management; program development and evaluation; reporting and compliance with federal regulations. Five years of experience with a TRiO program or similar program for disadvantaged students

**Preferred:**

Prior experience administering a TRiO program. Prior experience working in a TRiO program.

### C. Knowledge Areas:

The Director will possess an understanding of the academic support and administrative procedures of the university. The Director will know the economic, social and cultural needs of disadvantaged students served through TRiO programs. The Director will understand learning theory, social psychology, counseling and techniques of motivation. The Director will possess organizational, computer and administrative skills and have a proven record of supervising and developing professional staff, managing a budget, and exhibit good public relations skills. The Director is required to write well to prepare required periodic reports and proposals as required by the US Department of Education. The Director is required to have excellent budget management skills.

### D. Budget Authority:

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

☒ Develops, monitors\*, and controls\* \$ 261,888

☐ Delegated authority to monitor budget \$ \_\_\_\_\_

☐ Limited approval authority for purchase \$ \_\_\_\_\_

☐ Purchase only with higher level approval \$ \_\_\_\_\_

\*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level.

### E. Supervisory Authority:

☐ Hire ☐ Transfer ☒ Discipline ☐ Dismiss ☐ Layoff ☐ Promote

☒ Assign work ☒ Recommend salary adjustments ☒ Approve requests (i.e. leave)

☒ Respond to complaints/grievances ☒ Conduct performance assessments

☒ Give direction

### F. Positions supervised:

Number of Teaching Faculty 0 Total FTE: 0

Number of Classified Staff	<u>1</u>	Total FTE:	<u>.49</u>
Number of Unclassified Staff	<u>1</u>	Total FTE:	<u>1.0</u>
Student Employees (average per term)	<u>3</u>	Total FTE:	<u>1.5</u>
Other (specify) _____	<u>0</u>	Total FTE:	<u>0</u>

**G. Decision-Making Authority:**

The Director must possess an ability to make decisions on budget allocations and strategies; make decisions in program planning and efficiency; make decisions pertaining to the hiring and supervising of professional and classified staff.