

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Director, Basic Skills and Support Programs	Range: 24 (AC)	Management Schedule
Date Revised:		Date Approved:	August 11, 2015

**PRIMARY PURPOSE**

Under the direction of the Dean, Library/Learning Resources, Instructional Support Programs and Services Division, provide comprehensive administrative direction, coordination, and support for the Basic Skills Initiative and special support programs.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provides strategic leadership, coordination and support for the Basic Skills Initiative (BSI) activities as well as special support programs such as the Honors Program in collaboration with the Basic Skills Committee (BSC) and under the direction of the assigned Dean.
2.	Develops new and innovative programs for the purpose of promoting student success, retention and persistence.
3.	Communicates and coordinates BSI efforts among the BSC, instructional areas, student services, staff development, the research office, and other relevant areas
4.	Provides administrative and technical support for campus BSI and support projects for faculty and staff involved in these activities.
5.	Monitors and fulfills BSI program reporting requirements including the preparation of action plans and expenditure plans/reports.
6.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
7.	Works with the campus research office to assess and report on BSI and other support program activities.
8.	Promotes BSI and Support Programs activities among campus constituents, community partners, and/or professional conferences as needed.
9.	Communicates and collaborates with district, community, and statewide entities including the School of Continuing Education, local high schools, local colleges and universities, and the State Chancellor's office.
10.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

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11.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes; develops, implements and monitors work plans to achieve assigned goals and objectives; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and district goals, objectives and performance measures consistent with the District's quality and service expectations.
12.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
13.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates program operations and activities with other campus programs and services, as appropriate; attend regional and statewide BSI meetings and conferences.
14.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
15.	Performs related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Director, Basic Skills and Support Programs may participate in the development and administration of supplemental grants related to assigned programs.

**WORKING RELATIONSHIPS**

The Director, Basic Skills and Support Programs maintains frequent contact with students, with representatives and service providers from the community and governmental agencies, and with various college and District personnel.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Master's degree from a regionally accredited institution; **AND**

One year of formal training, internship, or leadership experience reasonably related to the assignment;

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

**Desirable Qualifications**

Master's degree in education or in a discipline related to Basic Skills (e.g., reading, writing, mathematics, or English as a Second Language).

Experience teaching or working with Basic Skills students.

Experience working with instructional student support programs.

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Experience working in a post-secondary environment, preferably at a community college.

Experience in managing budgets and grants.

Effective organizational and interpersonal skills,

Effective written and oral communication skills.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of federal and state laws and regulations applicable to Basic Skills programs

Knowledge of applicable state education code and Title 5 provisions

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of principles and practices of training and supervision

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of budget preparation and maintenance

Knowledge of current trends, technologies and initiatives related to student success

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); seeing to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds.

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