

	Position: Director of Student Affairs, High School Equivalency Program (HEP)	Position Number:
	Department/Site: Student Affairs	FLSA: Exempt - Administrative (Classified Administrator)
	Reports to: Dean of Student Affairs or assigned administrator	Salary Range: XI

DEFINITION

Under general direction, plans, organizes, and provides oversight for all functions and activities of the High School Equivalency Program (HEP), including ensuring program compliance with federal guidelines and regulations, grants management, and program progress reporting; develops and implements program services as described in grant objectives and serves as primary contact person and representative to the Office of Migran

Participates in developing strategic plans for the program by coordinating with other departments and divisions in the development of remedial, tutorial, and motivational programs designed to promote success for students enrolled in the program.

Develops and implements annual HEP recruitment and program plan; conducts evaluation studies and prepares annual and progress reports to

Principles and practices of developing, implementing, and evaluating HEP services and activities.
Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
Principles and procedures of record keeping.
Modern office practices, methods, and computer equipment and applications.
English usage, spelling, vocabulary, grammar, and punctuation.
Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

Ability to:

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
Deliver formal and influential presentations.
Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
Develop, implement, and evaluate programs and services.
Utilize data and assessment outcomes to make improvements for programs and services.
Inspire and motivate others toward goal achievement.
Counsel, direct, and facilitate professional development of employees.
Develop and monitor budgets and effectively utilize resources.
Effectively manage priorities in large, complex, and diverse operational units.
Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
Recruit, select, supervise, and evaluate employees.
Research, apply for, and manage grant funding.
Effectively administer a variety of High School Equivalency (HEP) Program projects, events, and administrative activities.
Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
Effectively represent the District and the program in meetings with various educational, business, professional, regulatory, and legislative organizations.
Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
Establish and maintain a variety of filing, record keeping, and tracking systems.
Operate modern office equipment including computer equipment and specialized software applications programs.
Understand scope of authority in making independent decisions.
Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

A master's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and

Two (2) years of formal training, internship, or leadership experience with education projects or grant management at the college or high school level.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.