

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Director	SALARY LEVEL:
DEPT: Educational Talent Search	JOB CODE:
CLASS: Administration	FLSA STATUS: Exempt
	RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: To effectively direct all program activities in accordance with grant contract and the host institution's guidelines in a proficient manner that will insure coordination and completing of all TRIO program objectives and goals.

REPORTS TO: TRIO Coordinator
Dean of Student Development
U.S. Department of Education

SUPERVISES:

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Previously demonstrated abilities to relate to host college staff, target area institutions/agencies, and community referral source personnel.
2. Must be able to relate to the educationally disadvantaged students, public school teachers, counselors, and administrators in a positive manner.

Education, Experience, and Licensure

1. Master's degree required, with major strengths in one of the following, Behavioral Science, Counseling, Administration, or Secondary and Higher Education.
2. Previous experience in administration of Student Services Programs.
3. Must have previous experience in budgetary planning and dispersing.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Coordination of all Educational Talent Search program activities at the sponsoring institution.
2. Implementation of Program's goals and activities.
3. Authorization and accountability of all Programs' budgetary expenditures.
4. Employment recommendations and training of all Program staff.
5. Organize and chair staff meetings.
6. Plan and participate in the publicizing of Programs' philosophies, goals, and services.
7. Establish and maintain a positive public relations network of participants, staff, target area personnel, and the host institution.
8. Conduct evaluations of all Project activities.
9. Supervision of all reports and documentation.
10. Preparation of all Program Audit reviews.
11. Participate in recruiting, academics, social, cultural counseling/advising, and placement activities throughout the Program year.
12. Assume other duties and responsibilities as assigned by TRIO Coordinator.
13. Supervises and coordinates duties of area personnel.
14. Assists in the recruitment, employment, and orientation of staff.
15. Responsible for ensuring diversity efforts within area of supervision.
16. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.
17. Recommends disciplinary action of personnel.

18. Reports or approves absences of personnel.
19. Provides opportunities for staff development aimed at increasing professionalism.
20. Displays personal characteristics which reflect positively on the College in such ways as:
 - a. Respecting colleagues and observing ethical principles of the education profession.
 - b. Demonstrating a constructive attitude toward other personnel.
 - c. Using appropriate vocabulary free from excessive profanity and slang.
 - d. Displaying use of good judgment, tact, and discrimination.
 - e. Confidentiality of records, information, materials, and office concerns.
21. Demonstrates knowledge of subject matter employed by:
 - a. Providing evidence of preparation in the area.
 - b. Being familiar with current research and developments in the area of specialty.
 - c. Maintaining the respect of colleagues in the subject area.
22. Demonstrates leadership qualities:
 - a. Facilitates the solution of problems.
 - b. Instills enthusiasm for professional goals.
 - c. Seeks and encourages new and different approaches to college problems.
 - d. Appraises situations and problems impartially.
 - e. Recognizes staff proficiencies and accomplishments.
 - f. Performs other duties as may be assigned.
 - g. Adheres to statement of ethics.
 - h. Adheres to Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

ESSENTIAL PHYSICAL TASKS

ENVIRONMENTAL DEMANDS