

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Director	SALARY LEVEL:
DEPT: Educational Opportunity Center	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 manner that is conducive to promote student success, program effectiveness and positive community relations.

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 target clients, host college staff, target area institutions/agencies, and community referral source personnel.

Education, Experience, and Licensure

1. Master's Degree, or pursuant of, with major strengths in one of the following: Behavioral Science Administration, or Secondary and Higher Education.
2. Must have previous experience in administration of Student Services Program.
3. Must have previous experience in budgetary planning and dispersing.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Coordination of all EOC program activities at the sponsoring institution.
2. Implementation of Program's goals and activities.

3. Authorization and accountability of all Program's budgetary expenditures.
4. Employment selection and training of all Program's staff.
5. Organize and chair staff meetings.
6. Planning and participating in the publicizing of Program's philosophies, goals, and services.
7. Establish and maintain a positive public relations network of clients, 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. Perform other duties outlined by the College Administration.
12. Participate in recruiting, academics, social, cultural, and counseling/advising, and placement activities throughout the Program year.
13. Assume other duties as assigned by TRIO Coordinator.
14. Supervises and coordinates duties of area personnel.
15. Assists in the recruitment, employment, and orientation of staff.
16. Responsible for ensuring diversity efforts within area of supervision.
17. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.
18. Recommends disciplinary action of personnel.
19. Reports or approves absences of personnel.
20. Provides opportunities for staff development aimed at increasing professionalism.
21. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.

22. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel.
23. Using appropriate vocabulary free from excessive profanity and slang.
24. Display use of good judgment, tact, and discrimination.
25. Treat records, information, materials, and office concerns in a confidential manner.
26. Demonstrate a knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.
27. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

ESSENTIAL PHYSICAL TASKS

1. This position is security-sensitive.

ENVIRONMENTAL DEMANDS