PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION

TITLE: Director
DEPT: Upward Bound Program
CLASS: Administration

SALARY LEVEL: 
DEPT CODE: 
CLASS: Administration
FLSA STATUS: Exempt
RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: The Upward Bound program is a federal TRIO program that serves educationally disadvantaged youth. The Director of the program is responsible for supervising the program employees, overseeing the budget, financial resources and records, coordinating all program activities, and providing educational and career counseling to program participants.

REPORTS TO: Vice President of Student Access and Success
U.S. Department of Education

SUPERVISES: Coordinator Upward Bound
Advisor Upward Bound
Summer Program & Part-Time staff

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Budgeting.

Education, Experience, and Licensure

1. Master's degree.
2. Supervisory experience.
3. Five years’ experience in a public school or college setting.
4. Experience in career, academic and financial aid counseling.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Responsible for the authorization and accountability of program budgetary expenditures.
2. Documents and reports project accomplishments.
3. Provides for the orientation of secondary school, post-secondary school, and service agencies in the target area of program goals.

4. Responsible for recruitment of target students for project services.

5. Plans program development (summer and academic year components).

6. Provides career, academic, and financial aid counseling to program participants.

7. Structures and conducts plan of student needs assessments and formulates appropriate student plan of action.

8. Supervises, monitors, and evaluates all project activities.

9. Supervises and coordinates duties of area personnel.

10. Assists in the selection, training, supervision and evaluation of all part-time and full-time personnel staff.

11. Responsible for ensuring diversity efforts within area of supervision.

12. Recommends disciplinary action of personnel.

13. Reports or approves absences of personnel.

14. Provides opportunities for staff development aimed at increasing professionalism.

15. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.

16. 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, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.

17. Demonstrate 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.

18. 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

I have read the foregoing job description and understand the responsibilities of the job.

_______________________________________________  ______________________
Employee Printed Name

_______________________________________________  _________________
Employee Signature  Date

_______________________________________________  _________________
Human Resources Signature  Date