

**San Jose/Evergreen Community College District  
Classified Management Job Description**

**Position:** METAS Project Director

**Department:** President's Office

**College:** San Jose City College

**Date:** June, 2010

---

---

**POSITION PURPOSE**

Reporting to the President or assigned administrator, the METAS Project Director plans, organizes, and implements strategies to increase the success of Latino students attending San Jose City College. This includes building academic support programs such as supplemental instruction and specialized orientations, assisting faculty in implementing best practices for enhancing student success, and working directly with the San Jose and Milpitas Latino communities.

**NATURE and SCOPE**

The METAS Project Director is a classified management position responsible for overseeing the Title V Hispanic Serving Institution five-year grant awarded to the college by the U.S. Department of Education. The Director will develop strategies, programs, and services to comply with grant requirements.

**KEY DUTIES and RESPONSIBILITIES**

1. Develops strategies, programs, and services to improve the academic success of Latino students in ESL and basic skills, thereby enhancing students' ability to graduate and transfer.
2. Develops and oversees academic support programs to provide supplemental instruction such as tutoring, learning communities, special study groups, and workshops.
3. Develops orientation programs for students by involving parents and strengthening counseling services to serve students.
4. Provides professional development leadership to assist faculty and staff in implementing and evaluating best practices for student success.
5. Meets regularly with the President's staff, the project management staff, and others to summarize grant progress; communicates with the Title V program office; and attends Title V conferences.
6. Develops and maintains a Title V Policy and Procedures manual that embodies the requirements of the program statute, regulations, and policy statements.
7. Supervises and evaluates the performance of staff assigned to the grant; interviews and participates in selecting employees; trains, counsels, disciplines, and terminates personnel according to established policies and procedures.
8. Produces and maintains monthly time and effort records for all staff working on the grant.
9. Acts as the liaison to programs at San Jose City College, the Latino community, and the Advisory Board.

10. Manages the Title V budget by maintaining grant funds in separate/restricted accounts, approves all expenditures and spends funds in a timely manner in accordance with terms of grant award, and assists in proper inventory and identification of any equipment acquired through the grant.
11. Ensures consultants and contracts are on schedule and in compliance with college policies, rules and regulations, and federal requirements.
12. Coordinates the overall evaluation of the project with an external evaluator and college staff.
13. Coordinates the preparation of all required reports, including any interim reports, the annual performance report, and the final report.
14. Performs other duties and responsibilities as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Community demographics including the needs of low-income and disadvantaged students, age appropriate career development, and community resources.
2. Culturally-sensitive, research-based pedagogical strategies to enhance student learning and improve student retention.
3. Performance indicators for measuring individual and project success.
4. Organization and management practices as applied to the development, design, and evaluation of programs.
5. Budget administration and control.
6. Principles of functional leadership, training, and performance evaluation.
7. Culturally-competent interpersonal and communication skills for organizational effectiveness and team building.
8. Formal presentation skills to diverse audiences.
9. Preparation of professional reports and correspondence.
10. Principles of student recruitment, retention, and orientation programs.
11. Recordkeeping techniques.

### **Skills and Abilities:**

1. Plan, organize, direct, and coordinate the work of assigned staff.
2. Develop and implement grant objectives.
3. Prepare comprehensive summaries, reports, and detailed program evaluations.
4. Plan and organize work to meet schedules and timelines.
5. Analyze situations accurately and adopt an effective course of action.

6. Communicate effectively, both verbally and in writing, in a culturally-competent manner.
7. Work effectively with diverse students, faculty, staff, and community groups.
8. Conduct and facilitate meetings effectively.

**Education and Experience:**

1. Bachelor's degree and one year of formal training, internship, or leadership experience or a combination of training, internship or leadership experience to equal one year.
2. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
3. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

**Desirable Qualifications**

1. Two years of experience in postsecondary instruction or counseling/student support services in a college environment.
2. Two years of experience managing postsecondary and/or grant program.
3. Knowledge of the Latino community with experience providing service to recently-immigrated Latino students, especially those from Mexico.
4. Bilingual Spanish/English ability, both written and oral.

**Working Conditions**

1. Typical office environment and some community outreach.

Date Approved: 8.12.08

Salary Range: M23

EEO-Category: 2B1 – Executive/Administrative/Managerial