



## JOB DESCRIPTION

<b>JOB TITLE:</b> Director of Upward Bound	<b>FLSA:</b> Exempt
<b>Department:</b> Upward Bound	<b>Date:</b> 5/19/2015
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C-51
<b>Reports To:</b> Vice President of Student Services	

### Job Summary

Under the direction of the Vice President of Student Services, the Upward Bound Program Director will be responsible for the development and administration of the Upward Bound Program, including hiring, training, supervising and evaluating project staff, fiscal management, project development and management, and liaison to the target area communities. The Upward Bound Director will also provide direct services to Upward Bound participants. This is a grant funded position.

### Essential Functions

- Coordinates and/or conducts all participant assessments to determine the extent of academic, personal, and career counseling needs.
- Directs participant recruitment and selection of students; meets individually and in groups with participants on a regular basis to provide information and assistance supporting successful school completion and post-secondary entry.
- Assists participants with exploration, goal setting, planning, and follow through; monitors participants' progress.
- Prepares Upward Bound promotional materials and press releases for area media.
- Conducts Upward Bound informational presentations at participating schools and community agencies.
- Develops and implements all services and activities to meet the Upward Bound objectives with project staff.
- Directs a coordinated approach among processes to assess participant's needs, delivers services, and monitors participants' progress.
  - Administers the annual budget.
  - Hires, trains, supervises, and evaluates Upward Bound staff.
  - Serves as a liaison to departments, target school administrators and community agencies.
  - Supervises the maintenance of accurate Upward Bound data to generate monthly/quarterly/annual reports and to evaluate the performance of participants and the attainment of project objectives.
  - Prepares and submits Annual Progress/Performance Reports utilizing college procedures.
  - Prepares formative and summative program evaluations.
  - Prepares continuation budgets and competitive program continuation proposals.
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;

- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

**Minimum Education, Skills, and Abilities**

- M.S. degree in counseling, sociology, social work or related field. At least three years experience dispersing, managing and implementing educational programs for at-risk students or an equivalent combination of education and experience.
- Demonstrated sensitivity to the needs of disadvantaged students is required.
- Experience administering federal grant and federal budgets preferred.
- Demonstrated knowledge of accounting principles and procedures.
- Knowledge of issues affecting the academic potential of low income, at-risk, first generation college-bound youth (bilingual preferred).
- One-year experience in career counseling and use/application of assessment instruments and diagnostic tests.
- One-year experience in career counseling and use of career assessment instruments.
- Ability to express effectively both in written and oral communications. Ability to effectively present information in one-on-one and small group situations.
- Working knowledge of personal and instructional computing applications required.

**Work Environment**

- Position operates in field and climate controlled office environment.

**Special Requirements**

- Must hold Licensed Professional Counselor (LPC) certification.
- Ability to maintain flexible schedule including evening and weekend work.
- Subject to criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date