

Position Information	
<b>Title</b>	<b>Upward Bound Director</b>
<b>Job Category</b>	Management
<b>Position Number</b>	
<b>Location</b>	
<b>Job Description</b>	<p>Basic Function:</p> <p>Under the direction of the Area Administrator, the Director of Upward Bound program(s) will plan, implement, develop, organize, and ensure that the objectives as outlined in the Upward Bound or other TRiO program proposals are accomplished.</p> <p>Job Summary:</p> <p>The Upward Bound Program Director will be responsible for the development and administration of the Upward Bound program(s), 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.</p> <p>This is a grant funded position.</p>
<b>Job Duties</b>	<p>Essential Functions:</p> <p>Develop and implement program procedures that will follow district, federal, and state guidelines.</p> <p>Develop, implement, and monitor all program budgets and ensure district and federal budgetary compliance.</p> <p>Execute all budget transfers, review all budget proposals, and maintain all expenditures within the allocated budget guidelines.</p> <p>Interpret and apply the U.S. Department of Education Regulations and Guidelines to ensure compliance.</p> <p>Identify, recruit, select, and maintain an enrollment of the specified number of eligible students per the requirements of Upward Bound (UB) program proposals.</p> <p>Develop and implement strategies to track all participants who enroll in postsecondary education following high school graduation for up to six years.</p> <p>Develop applications, brochures, and program forms relative to the outreach needs of the UB Program(s).</p> <p>Maintain program records in compliance with the U.S. Department of Education Guidelines.</p> <p>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.</p> <p>Prepares and submits Annual Progress/Performance Reports utilizing federal and college procedures.</p> <p>Initiate and lead the interviewing, hiring and evaluation process of all staff.</p> <p>Develop a strong working network with staff, students, and parents of all high schools within the service area as described in each program proposal.</p> <p>Develop support systems and mechanisms to achieve program component goals, such as increasing student retention, and graduation rates as outlined in the program proposals.</p> <p>Develop, coordinate, and implement effective and successful summer programs.</p>

	<p>Develop and coordinate the UB Steering Committee to assist, assess, and monitor the Upward Bound program(s) and its objectives.</p> <p>Develop and coordinate student field trips, per the program proposals.</p> <p>Develop, implement and maintain computerized student tracking systems.</p> <p>Use a team-approach process to carry out the program's goals and objectives.</p> <p>Special Requirements:</p> <p>Ability to maintain flexible schedule including evening and weekend work.</p> <p>Subject to criminal background check prior to employment.</p>
<b>Required Qualifications</b>	<p>Master's degree in counseling, sociology, social work or related field</p> <p>AND</p> <p>Three years' experience dispersing, managing and implementing educational programs for at-risk students or an equivalent combination of education and experience.</p>
<b>Desired/Preferred Qualifications</b>	<p>Demonstrated sensitivity to the needs of disadvantaged students is required.</p> <p>Experience administering federal grants and federal budgets preferred.</p> <p>Ability to express effectively both in written and oral communications.</p> <p>Ability to effectively present information in one-on-one and small group situations.</p> <p>Working knowledge of personal and instructional computing applications.</p>
<b>Physical Demands</b>	
<b>Special Conditions for Eligibility</b>	
<b>FLSA</b>	Exempt
<b>Range/Step</b>	Range 20, Management Salary Schedule
<b>Salary</b>	\$62,555-\$72,313/year
<b>Benefits Information</b>	<p><b>BENEFITS/SALARY:</b> The District offers a comprehensive benefit package for employees and dependents, for positions whose FTE is .60 or higher, valued at over \$24,273 annually with currently no out of pocket expenses to employees or dependents for medical premiums. The package includes health, dental, vision, two (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (PERS) which is integrated with Social Security OR the State Teacher's Retirement System (STRS), 457/403b options, 22 vacation days, 3 Administrative days, 3 Non-duty days, 2 Floating Holidays, 12 sick days and 20 holidays.</p> <p><b>FOREIGN TRANSCRIPTS:</b> Include a U.S. evaluation and translation. Contact the Human Resources website for a list of agencies providing foreign transcript services.</p> <p><b>WORKING CONDITIONS:</b> In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.</p> <p><b>WORK DAY, WORK WEEK, and WORK YEAR:</b> The District has the right to establish work day, work week, work year; hours of positions within the District may vary.</p>

**EEO Statement**

As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.