

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months, grant funded	Title	High School Equivalency Program (HEP) Director
Revised: 12/18/2015	Department	Student Affairs/HEP
Level: Professional	IPEDS	Other Professional
FLSA: Exempt	Reports to	Vice President of Student Affairs

POSITION SUMMARY

The HEP Director is responsible for implementing and overseeing the successful operations of the High School Equivalency Program (HEP) grant. The position is a full-time, 12 month position. The Director supervises and implements all instruction, project services, policies, and procedures of the HEP and supervises and evaluates all project personnel, maintains grant records, and approves all grant fund expenditures. The Director reports directly to the Vice President of Student Affairs. The position is contingent upon continuation of HEP grant funds.

MAJOR FUNCTIONS

1. Implement and supervise all facets of the HEP project;
2. Direct all activities to identify and document eligible participants' needs and eligibility for HEP project services and oversee the selection process;
3. Establish and maintain close working relationships with CC employees, area residents, schools, social agencies, community groups and community organizations;
4. Disseminate project information to residents, schools, and community organizations;
5. Prepare and submit all necessary U.S. Department of Education reports;
6. Design and direct project activities throughout the project year;
7. Develop and conduct orientation (in-service) for staff and HEP participants;
8. Represent the program at all appropriate meetings on and off campus;
9. Establish policies and procedures for participant needs assessment and supervise the process;
10. Establish, evaluate, and revise information and reporting systems;
11. Recruit, hire, train, supervise, and evaluate project staff;
12. Develop and manage budget;
13. Provide workshops and training sessions for participants, residents, school staff, and community organizations staff.
14. Develop methods to document participant success and attainment of project objectives.
15. Perform other related duties as assigned by the Vice President of Students Affairs.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Master's degree in education, counseling, higher education, or related field required
2. Two years experience developing and administering educational programs for migrant and/or disadvantaged persons required; teaching experience preferred
3. Demonstrated fluency of the Spanish language required
4. Demonstrated ability in managing substantial budgets
5. Demonstrated ability to communicate effectively in both written and oral forms
6. Demonstrated sensitivity to the needs of migrant and economically and educationally disadvantaged persons
7. Demonstrated ability to teach workshops for project and agency staff and participants
8. Demonstrated leadership in working with a diverse staff
9. Training or experience in assessment required
10. Freedom from racial and ethnic biases

EQUIPMENT/SOFTWARE

Information Technology Abilities required: (to be selected from IT abilities list)

- 1-1 Ability to operate a personal computer using the Windows environment.
- 1-2 Ability to understand operating a personal computer within the Crowder College Network environment.
- 1-3 Ability to use E-mail.
- 2-1 Ability to perform basic CCSIS functions.
- 3-1 Ability to perform basic word processing using MS Word.

POSITIONS SUPERVISED

- 1. Education advisors/recruiters
- 2. Instructors
- 3. Administrative Assistant
- 4. Tutors

WORKING CONDITIONS

- 1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- 2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- 3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

- 1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
- 2. Input, access and distribute information using computers.
- 3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

- 1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- 2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

- 1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
- 2. Ability to read, write, speak and understand both English and Spanish.