

POSITION DESCRIPTION

JOB TITLE: UPWARD BOUND AND UPWARD BOUND MATH SCIENCE ASSISTANT DIRECTOR

DEPARTMENT: STUDENT AFFAIRS

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: UPWARD BOUND AND UPWARD BOUND MATH SCIENCE DIRECTOR

SCHEDULE DETAILS: PROFESSIONAL/FULL-TIME/12 MONTH POSITION/PSRS

DATE OF LATEST REVIEW/REVISIONS: OCTOBER 2024

Position Summary

The Assistant Director is responsible for assisting the Director with implementing the activities that support the objectives of the project and recruits, hires, trains and supervises tutors and Saturday School and Summer Component Instructors. The Assistant Director works cooperatively with the UB program's staff and other TRIO Directors and staff. The Assistant Director maintains close working relationships with target school personnel (teachers, counselors, and administrators), parents, and college staff/faculty. The Assistant Director is responsible for coordinating the development and implementation of the program curriculum for the Summer Component and Saturday Schools. The Assistant Director is directly supervised by the Upward Bound and Upward Bound Math/Science Director. The position is federally-funded and contingent upon continued grant funding.

Essential Job Duties

- Assists with implementing all facets of the Upward Bound and/or Upward Bound Math/Science Programs.
- Assists with maintaining accurate records concerning project activities and participant contacts with special attention to academic record-keeping.
- Assists with the coordination of all activities and provides continuity among the UB and UBMS projects.
- Develop and maintain close working relationships with target school staff, parents/guardians of participants, and college faculty and administrators.
- Works with Director to implement project activities and identify new opportunities for curriculum development throughout the project year.
- Assists with the development of orientation for participants, parents, and Saturday/summer faculty.
- Oversees the recruitment, hiring, training, supervision, and evaluations of Saturday School and Summer Component instructors, and Tutors.
- Assists with evening supervision of students and RAs during the summer component.
- Assists with planning and execution of summer cultural trip.
- Coordinates administration of diagnostic and achievement instruments.
- Coordinates annual standardized testing for program participants.
- Collaborates with Academic Coordinators, College Transition Coordinator and Director to prepare and coordinate all monthly C2C sessions (curriculum, recruiting teachers, ACT Prep).
- Designs, organizes, implements and evaluates mentoring and job shadowing components.
- Conducts orientation and trainings on instructional procedures for summer staff in conjunction with Director.
- Consults with counselors, faculty, financial aid offices, admissions, TRIO staff, and others on behalf of participants.
- Contributes to the overall success of the UB and UBMS project by performing all other duties as assigned by the Director.

Required Knowledge, Skills & Abilities

- Bachelor's degree required in math, science, or closely related field.
- A minimum of three years of experience working with high school students.
- Some public-school experience desired, with knowledge of public-school curriculum.
- Experience working with students and/or disadvantaged populations.

- Excellent communication and interpersonal skills.
- Ability to work independently with no direct on-site supervision.
- Ability to plan, organize and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
- Ability to drive an automobile and a clean driving record required.

Preferred Knowledge Skills & Abilities

- Master's degree.
- K12 or higher teaching and/or administrative experience.

Information Technology Abilities

- Ability to operate a personal computer within the Crowder College Network environment using the currently available Microsoft Windows operating system.
- Ability to use E-mail and associated calendaring/scheduling applications.

Positions Supervised

- Part-time Saturday School and Summer Component instructors, and Tutors.

Working Environment

- Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals part of the time; but also, outdoors part of the time (even in inclement weather) engaging in physical activities such as walking (sometimes long distances), hiking, etc., when helping with student activities.
- Normal college working hours but adjustment of hours involving evening and/or weekend work is required.
- Travel for professional development and services to students, at all Crowder locations, is expected.
- Working hours involve evening and/or weekend work, particularly during summer program.
- Must be able to travel several days a week as well as travel on overnight trips.
- May experience frequent interruptions and distractions.
- May require extended periods of time viewing computer monitor or standing.
- May encounter occasional exposure to inclement weather during travel.
- A neat appearance and appropriate business apparel are required.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical

- Office administration work part of the time involving sitting much of the time but will involve mobility within the campus and various sites.
- Other activities require lifting up to 50 pounds, moving materials from one place to another, participating in physical activities/sports/games, etc. with students.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to 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.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

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

Language/Communication Skills

- Ability to communicate effectively both orally and in writing. Excellent interpersonal skills with a proven ability to relate to students, faculty, staff, administrators and the community.
- Ability to read, write, speak and understand English.
- Ability to effectively manage stakeholder inquiries and complaints.
- Effective telephone communication skills, including the ability to provide information verbally and with a friendly demeanor.

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