

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TITLE V COORDINATOR

DEFINITION:

Under the direction of the President, oversees all aspects of the Title V Grant. The Title V Coordinator will be responsible for funding, as per Federal regulations. The Coordinator is the responsible party for overseeing all of the Title V grant personnel. The Coordinator will develop tracking, budgeting, and evaluative strategies for the grant. 50% of the incumbent's position will be his/her normal assigned faculty duties; 50% will be as Coordinator of the Title V Grant.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Communicates an informed understanding of objectives of Title V project to all constituencies

Establishes and maintains effective communication channels and procedures to assure Title V remains congruent with goals and overall institutional development

Supervises grant personnel and assists with monitoring the Activity

Coordinates activities in a manner that will facilitate maximum effectiveness and utilization of program resources including personnel

Facilitates development and implementation of effective and objective system of evaluation of both components of the program and their impact on CHC

Remains thoroughly informed regarding Title V and Department of Education policies and grant terms/conditions to assure that the program operates in total compliance

Assists in the recruitment of key program personnel and to assist program staff in the engagement and coordination of external resource personnel

Oversees preparation of required fiscal and technical reports for program office

Authorizes all expenditures in the Title V project and maintains control over the budget

Advises and assists in proper inventory and distribution of Title V equipment

Ensures consultants and contracts are operating and proceeding according to schedule, and works with college personnel to conduct the bidding process when required or appropriate

Advises and assists in proper inventory and distribution of Title V equipment

Works with college staff to institutionalize new practices and improvements

Measures progress toward meeting the project objectives

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and/or Experience

- Master's degree in a related field
- Minimum of 5 years administrative experience in higher education
- Classroom teaching experience, preferably in a community college
- Experience that indicates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and community college students and to staff and students with physical and learning disabilities

KNOWLEDGE AND ABILITIES

Knowledge of:

- California Community College System, including appropriate sections of Education Code and Title 5
- Budget management of grant programs or an administrative unit
- Federal, state and county regulations as they affect community college programs
- Experience developing, writing, and/or implementing State or Federal grants

Ability to:

Work as a member of a team

Be detail oriented and conscientious with reporting

Develop cooperative working relationships in a highly diverse environment

Communicate effectively both orally and in writing

Develop and administer policies and procedures

Direct the work of others.

Board Approved: March 9, 2006