CLASS SPECIFICATION
TRIO (Disabled Student Support Services) Supervisor

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under the direction of the TRIO Director, assists in planning, coordinating, organizes and managing the District’s Growth and Opportunities Project (The G.O. Project) and other assigned projects; supervises and coordinates the activities of personnel as they identify, recruit and provide designated services for G.O. Project students; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
The TRIO (Disabled Student Support Services) Supervisor is responsible to train, and supervise project staff, promote campus outreach activities, and maintain cooperative relationships with campus community and external groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the G.O. Project; with subordinate staff, participates in establishing operational plans and initiatives to meet program goals and objectives; implements program plans, processes, procedures and policies required to achieve overall program performance results; coordinates and integrates program functions and responsibilities to achieve optimal efficiency and effectiveness.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the District's classified human resources policies and procedures and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Assists with planning, coordinating, organizing and managing the District’s G.O. Project; assure compliance with the grant specifications and federal regulations; organizes activities for participants; assists in providing leadership for campus outreach efforts to attract participants that meet program
requirements (i.e. students with a disability, member of an ethnic minority group, low income, or first generation college); assists with planning, organizing, and implementing an academic program that includes instructional support as well as cultural and social activities; assists with program activities with Disabled Students Programs and Services to ensure equal access for program participants.

5. Supervise and coordinate the activities of personnel as they identify, recruit and provide designated services for G.O. Project students; work closely with the TRIO Director in selecting staff for the G.O. Project program; work closely with Director, TRIO Student Support Services in selecting staff for the Student Support Services program.

6. Assist with ensuring compliance with grant specifications and Student Support Services staff in order to provide college information (i.e. financial aid, assessment, etc.) in accordance with Student Support Services federal regulations; supervise the collection of data for reports required by the college and appropriate federal agencies; participate in the preparation of research and proposals for continued and supplemental funding for Student Support Services Program; collect, interpret, and maintain evaluations of the program by staff and students; maintain accurate records of program activities/student contacts.

7. Performs other duties as assigned.

OTHER DUTIES

None

QUALIFICATIONS

Knowledge of:
1. Counseling and community outreach.
2. G.O. Project grant policies and procedures.
4. District curricula and instructional programs.
5. Research methods and data analysis techniques.
6. Principles and practices of sound business communication.
7. Standard business software, including word processing and spreadsheet programs.
8. Principles and practices of effective management and supervision.
9. District classified human resources policies and procedures and labor contract provisions.
**Ability to:**

1. Provide leadership in G.O. Project management.
2. Plan, organize and direct the work of program staff.
3. Establish work standards and goals and evaluate results.
4. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
5. Interpret, apply, explain and reach sound decisions in accordance with District and program policies, procedures and labor contract provisions.
6. Communicate clearly and effectively, both orally and in writing.
7. Operate a computer using word processing and other business software and other standard office equipment.
8. Organize and maintain specialized files.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Exercise sound, expert independent judgment within general policy guidelines.
11. Maintain confidentiality of District files and records.
12. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
13. Establish and maintain effective working relationships with District management, staff, faculty, administrators, applicants, students, housing providers, vendors and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited institution of higher education with a Bachelor’s degree in counseling, psychology, education or a related field; and one year of progressively responsible experience in administration of grant-funded special population programs; or an equivalent combination of training and experience. Master’s degree is highly desirable.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, faculty, administrators, applicants, students, housing providers, vendors and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, occasionally works in evenings and/or on weekends and the noise level is usually quiet.