

DIRECTOR OF UPWARD BOUND PROGRAM

Essential duties of this position:

Under the direction of the Director of Admissions and Guidance Services, the Director of Upward Bound shall:

1. Develop and implement all services and activities to meet the Upward Bound objectives with project staff.
2. Direct a coordinated approach among processes to assess participant needs, deliver services, and monitor participants' progress.
3. Coordinate and/or conduct all participant assessments to determine the extent of academic, personal, and career counseling needs.
4. Direct participant recruitment and selection of students.
5. Work closely with Monroe High School counselors, principals, and staff.
6. Facilitate interactions and meetings with participants on a regular basis to provide information and assistance supporting successful school completion and post-secondary entry.
7. Assist participants with exploration, goal setting, planning, and follow through; monitor participants' progress.
8. Work with MCCC Marketing Department to prepare Upward Bound promotional materials and press releases for area media.
9. Conduct Upward Bound informational presentations at participating schools and community agencies.
10. Administer the annual budget and prepare continuation budgets and competitive program continuation proposals.
11. Hire, train, supervise, and evaluate Upward Bound staff.
12. Serve as a liaison to departments, target school administrators, and community agencies.
13. Supervise 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.
14. Prepare and submit Annual Progress/Performance Reports utilizing College procedures, as well as, prepare formative and summative program evaluations.
15. Perform other duties as assigned.

