

## Director, Special Populations

**FLSA Status:** Exempt

**Pay Grade:** 23

**Job Title ID:** 12201

**Job Series/Job Family:** Student Support & Success Series / Special Populations Family

### Reports To

Vice President, Student Success and Support Systems

### Job Purpose

To direct, plan, and develop the Special Populations Office, which includes Interpreting Services, the Support Center, and manage the ACC Perkins Grant programs.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Directs, develops, implements, and monitors the day-to-day operations of the Special Populations Office.
2. Supervises, hires, trains, and evaluates department staff.
3. Develops, implements, and monitors Perkins grant program activities, including coordinating with Perkins faculty and staff, College administration, and other relevant parties; serves as the principal writer for the College's Perkins Formula Annual Application; and develops amendments to the Annual Application.
4. Works with relevant parties to develop, implement, and monitor the College's Perkins grant budget accounts; develops budget procedures; processes funding related documents on a daily basis; and issues the Perkins Quarterly Budget Review.
5. Coordinates with Perkins faculty and staff, College administration, and other relevant parties to insure that Perkins grants reports are submitted to the Texas Higher Education Board.
6. Collaborates with Perkins faculty and staff, College Administration and other relevant parties to develop, implement, and monitor the College-wide Special Populations student identification and tracking system, and issue related reports for external and internal entities.
7. Represents the Special Populations Office in shared governance committees; acts as a community liaison for secondary education transition meetings and public service agency development task forces.
8. Develops, implements, and reviews program strategies that support student success for Special Populations.
9. Conducts professional development activities in relation to Special Population topics.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Program strategies to support student success of Special Populations.
- Grant program administration processes, standards and protocol.
- Processes for Perkins grants fund allocation.
- Grant budget accounts, budget procedures, and funding related documentation.
- Student identification and tracking systems for Special Populations.
- Special Populations related topics used for professional development.
- Supervisory principles, practices, and methods.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

**Required**

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating the development and management of grant programs.
- Serving as a community liaison, and representing Special Populations in shared governance committees.
- Supervising, leading, and delegating tasks and authority.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

**Computer Skills****Required**

- Demonstrated proficiency using standard office software applications.

**Physical Requirements****Required**

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

**Work Experience****Required**

- Four years work experience in a student services and/or special populations environment, including two years supervisory work experience.

**Preferred**

- Grant writing and program implementation for special adult populations work experience.

**Education****Required**

- Master's Degree in Adult Education, Educational Administration, or related field.

**Safety****Required**

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.