

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Director - Perkins Grant	FLSA status:	Exempt
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DEPARTMENT:	Instruction	REPORTS TO:	Dean of Arts, Sciences & Technology
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Position summary: Under indirect supervision, this position is responsible for the total supervision of the Carl D. Perkins grant. Also responsible for assisting in the implementation of tracking progress, completion, and barriers inhibiting success of CTE students including special populations. This position reports directly to the Dean of Arts, Sciences, & Technology.

Position responsibilities:

- Assist in the identification of prospective career/technical education students, including special populations.
- Through outreach, establish and maintain supportive relationships with Career and Technical Education students to provide academic, financial, and career guidance.
- Work with the Dean of Arts, Science and Technology to promote technical program offerings.
- Connect students with on-campus student services, tutoring programs, mentors, and other programs designed to help them succeed in college.
- Tracking requests & submitting monthly invoices for: child care and emergency funds.
- Complete Comprehensive Local Needs Assessment (CLNA); Maintain required documentation for CLNA; Monitor and ensure completion of CLNA program goals. Update CLNA as needed. Oversee CLNA Task Force.
- Track Special Population students after program completion. Assist in conducting follow-up studies and reports on former CTE students including graduates and dropouts.
- Prepare Basic Grant Application (annual), Bi-Annual and Annual Performance Reports, Amendments and Re-allocations as needed. Maintain annual financial and programmatic documentation.
- Complete Perkins Quarterly Financial Reports, submitting to Panola College's Chief Financial Officer for review, and submission to the THECB. Monitor budget monthly. Review and stamp requisitions, POs, etc. for Perkins ensuring procurement guidelines are followed.
- Ensure Perkins guidelines are met in the preparation of brochures, student handbook, catalog information, advertising, media, and promotional purchases for events.
- Attend annual CTE program advisory committees
- Participate in appropriate professional development activities. Participate in and/or chair committees as needed.
- Provide innovation and vision for the College.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Master's degree with at least 2 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills
- A strong public service orientation to work well with faculty, staff, and students.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Strong computer, data collection, analytical, and organizational skills.
- Excellent written and verbal communication skills with a demonstrated ability to interact with people at all levels.
- Ability to foster a cooperative work environment. Enthusiasm and ability to thrive in an atmosphere of constant change.
- Ability to work with a diverse team in a fast-paced environment. 1061195
- Willingness to travel and valid driver's license.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Travel required including evening, overnight and weekend.