
Project Director (Intensive English Program)

Posting Details

Position Information

Classification Title**Classification Code****Posting Number** 2014192S**Position Title** Project Director (Intensive English Program)**Location****City****Position Number** 1C0456**Name of Previous Incumbent (if applicable)****Percentage of Full Time** 100%**FLSA** Non-Exempt (accrues overtime)**Bargaining Unit** Non-Represented Position**Months per Year** 12**If other, please specify****Salary Range** \$62,496 (Step 1) to \$76,056 (Step 5)**Min Salary** \$62,496 (annual)**Max Salary** \$76,056 (annual)**Position Type** Classified Positions**Admin****HISTORICAL - Location** District Office**Posting Text****Who We Are**

The Intensive English Program Project Director is responsible for assisting the Director of Community, Continuing and Corporate Education with the leadership, development, and management of the Silicon Valley Intensive English Program operating within the San Mateo County Community College District. The Silicon Valley Intensive English Program (SVIEP) will provide full-time and part-time intensive English instruction to international students, community residents and expatriated professionals and families from around the world. Under the direction of the Director of Community, Continuing and Corporate Education, the Intensive English Program Project Director is responsible for designing and implementing services provided by the Silicon Valley Intensive English Program. S/he will administer/advise on all phases of the Institute to include matters of budget, staffing, program development, scheduling, testing and evaluation of instruction. In conjunction with the faculty, academic departments and administrative divisions, the Project Director assists in providing day to day and long range planning for the ESL program and related student services. Public contact is extensive and includes students, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity is required to adequately represent the District and program, to serve as a technical resource person for the program, and to design original program components and services. Consequences of errors in judgment can be costly in public relations and in employee time; however, management controls limit the risk of more serious consequences. The Intensive English Program Project Director can direct the work of professional, paraprofessional, clerical, student and volunteer staff as assigned.

The College and the District

Who We Want

The Position

Duties and Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with staff, students, business representatives, other educational institutions, funding and governmental agencies, community organizations and the general public regarding College project policy, partnerships, grants and other funding resources, project goals and outcomes, program review, and strategic planning
2. Working with the Director of Community, Continuing and Corporate Education, plans, develops and administers the Intensive English Program to develop educational opportunities for both international and domestic students
3. Participates in strategic planning with management and other staff; makes recommendations for project modifications
4. Confers with management and other staff to develop and implement needs assessments and other studies and surveys for targeted populations served by the project
5. Compiles statistics for use in designing/developing new and modified project services, goals and future service delivery changes

6. Serves as liaison with the academic departments and administrative divisions to make recommendations for program development, student services and policies for students in the program; works closely with college staff on matriculation of students who successfully completed the program into the college
7. Researches, compiles data for, formats, composes and prepares statistical, financial, demographic and other special and regular reports, grant applications, narratives, presentations, surveys, needs assessments and other materials
8. Interviews clients and project partners to conduct needs assessments and determines appropriate project services
9. Assists in supervising and evaluating ESL staff and participates in the daily operation of the program
10. Coordinates and develops the appropriate schedule of course offerings for all locations
11. Works with the college to determine and assign classroom and other spaces for the program
12. Trains and directs the work of staff, student assistants, and volunteers
13. Plans project budgets in conjunction with management and other staff
14. Monitors budget expenditures and revenues, transfers and reporting online
15. Makes recommendations for changes to budgets, staffing, facilities, supplies and equipment
16. Uses a variety of computer software to design and prepare correspondence, reports, budget studies, track and review financial and other data, publicity materials and other written materials
17. Coordinates testing and student placements including the entering of final placement of students and the scheduling of interviews and testing
18. Assists with the planning and implementation of short term international programs and on site training for local industry
19. Coordinates the ordering of books for all course offerings including examination copies, desk copies, and bookstore follow up
20. Prepares and distributes information related to registration, housing, end of program procedures, and deadlines affecting program students
21. Maintains on-going communication with program faculty members
22. Participates with the Director in interviewing new faculty and provides a program orientation for new and current faculty
23. Researches grant opportunities for the program and assists the Director with grant applications
24. Represents the District and the program on a regional, state and international level at conferences and events involving ESL programs
25. Works occasional evenings or weekends for special events
26. Makes presentations to small and large groups as needed

27. Drives a motor vehicle to attend off-site meetings, workshops and participates in other activities to present and obtain current information

28. Performs other related duties as assigned

Minimum Qualifications

- A combination of education and experience equivalent to a Bachelor's degree
- Successful work experience of increasing responsibility that has included program planning, assessment, implementation and evaluation, budget planning and reporting, research and data analysis
- Demonstrated skills in oral and written communication, including public speaking
- Demonstrated skill in respectful, sensitive communication with people who are diverse in their cultures, language groups and abilities
- Skill in the use of a variety of software to create spreadsheets, reports, correspondence, and other written materials
- Skill in training and leading the work of others
- Experience with the organization and implementation of various complex office procedures and forms
- Possession of a valid California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-site locations

Knowledge, Skills and Abilities

1. Knowledge of the resources available to the specific population served by the project
2. Knowledge of the policies, procedures, regulations and laws pertaining to the specific project or program services
3. Skill in respectful, sensitive communication with people who are diverse in their cultures, language groups and abilities
4. Skill in strategic planning, project coordination and evaluation
5. Skill in oral communication, including public speaking and giving clear and concise instructions
6. Skill in written communication
7. Skill in training and leading the work of others
8. Skill in organizing data, setting up, tracking, and maintaining data in electronic and manual files
9. Ability to coordinate, anticipate, and resolve workload issues and problems
10. Ability to work effectively as part of customer service team

Physical Requirements

This classification requires attention to detail; oral and written communication; data interpretation, comparison and analysis; visual acuity and comparison; tact, patience, confidentiality and sensitivity; public speaking to small and large groups; manual dexterity; good listening and memory; driving a motor vehicle to off-site locations; coordination of the work of others; persuasive communication; negotiation; work under deadline

pressure; adaptability and flexibility in order to perform the essential functions.

Preferred Qualifications

Master's degree in TESOL or Applied Linguistics or a closely related field preferred

Benefits

Benefits include paid holidays, vacation and sick leave. The District pays all or a portion of monthly medical plan premiums (depending on the coverage) and pays all of the monthly dental and vision plan premiums for employees and eligible dependents. Additional paid benefits include life insurance, salary continuance insurance, and an Employee Assistance Program. Classified employees participate in the Public Employees' Retirement System, a defined-benefit retirement plan through the State of California. Optional tax-deferred 403(b) and 457 retirement plans are also available.

Posting Detail Information

Hiring Manager

Open Date 09/25/2015

First Review Date 10/16/2015

Close Date

Open Until Filled Yes

Special Instructions Summary

Required application materials, including the cover letter, will be screened on the basis of Requirements and Knowledge, Skills and Abilities listed in this announcement. Candidates for interview will be selected from among those who most closely meet the requirements and knowledge, skills and abilities. Meeting the minimum qualifications does not guarantee an interview. As part of the interview process, candidates may be asked to demonstrate job-related knowledge and skills.

Advertising Recommendations ccregistry.com

Post to Jobelephant? Yes

Quick Link <http://jobs.smccd.edu/postings/1475>

Pass Message

Thank you for your interest in the San Mateo County Community College District. This is to notify you that your application materials were received in the Office of Human Resources. Applicant materials received are confidential, and will remain in our office until the Screening Committee notifies us that they are ready to begin the selection process.

The responsibilities of the Screening Committee are as follows:

- Review all of the application materials received
- Select the applicants who most closely meet the stated qualifications
- Conduct the interview process

Candidates may be asked to perform a job-related skills demonstration.

When the Committee has completed its selection of candidates for the next phase, you will be advised of your status by e-mail.

We wish you the best in the selection! If you have questions or need additional information, we invite you to contact our Office of Human Resources directly at (650) 358-6800 or via e-mail at smccdjobs@smccd.edu.

Fail Message

Thank you for your interest in this position. Based on your responses to the questions asked when you applied for the position, it has been determined that you do not meet the minimum requirements. We appreciate your interest in the San Mateo County Community College District, and we encourage you to apply for other positions that you feel you are qualified for.

If you have any questions, please feel free to contact us at (650) 358-6800 or email at smccdjobs@smccd.edu.

Conditions of Employment

Prior to employment, the selected candidate will be required to complete the following:

1. Submit official transcripts (applies to all faculty or educational administrative positions)
2. Submit verifications of prior employment
3. Satisfactory references
4. Successfully being cleared for employment through the background checking process

In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

5. Present original documents for proof of eligibility to work in the United States
6. Approval of your employment by the SMCCCD Board of Trustees
7. Provide a certificate of Tuberculosis exam for initial employment.
8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

EEO Statement

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

Accommodations

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

Annual Security Report

San Mateo County Community College District's (SMCCCD) 2016 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus;

in certain off-campus buildings owned or controlled by SMCCCD; and on public property within, or immediately adjacent to and accessible from SMCCCD. Our 2016 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2016 Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. The 2016 Annual Security Report is now available at <http://www.smccd.edu/publicsafety/2016%20SMCCCD%20Annual%20Security%20Report.pdf>. You can also obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (Cañada College (650) 306-3420, College of San Mateo (650) 574-6415 and Skyline College (650) 738-4199).

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - District Employee
 - District Employment Site
 - CCC Registry
 - HigherEdJobs.com
 - Chronicle of Higher Education
 - ACCCA
 - HERC
 - EdJoin.com
 - Indeed.com
 - Other
 - LinkedIn
 - Facebook or Twitter
2. * Do you possess a combination of education and experience equivalent to a Bachelor's degree from an accredited institution?
 - Yes
 - No - (disqualifying)
3. * Can you demonstrate successful work experience of increasing responsibility that has included program planning, assessment, implementation and evaluation, budget planning and reporting, research, and data analysis?
 - Yes
 - No - (disqualifying)
4. * Have you demonstrated skill in oral and written communication, including public speaking?
 - Yes
 - No - (disqualifying)
5. * Do you have demonstrated skills in respectful, sensitive communication with people of diverse cultures, language groups and abilities?
 - Yes
 - No - (disqualifying)
6. * Can you demonstrate skill in the use of a variety of software to create spreadsheets, reports, correspondence, and other written materials?
 - Yes
 - No - (disqualifying)
7. * Do you have experience with the organization and implementation of various complex office procedures and forms?
 - Yes
 - No - (disqualifying)
8. * Do you have experience with training and leading the work of others?
 - Yes

- No - (disqualifying)
- 9. * Do you possess a valid California Driver's License (or the ability to obtain one) and the ability to drive a motor vehicle to off-site locations?
 - Yes
 - No - (disqualifying)

Applicant Documents

Required Documents

1. Cover Letter
2. Resume/Curriculum Vitae

Optional Documents

1. Other Document 1
 2. Other Document 2
 3. Other Document 3
-

Search Committee

Name	Email	Chair?	Status
Jonathan Bissell	bissellj@smccd.edu	No	approved
Supinda Sirihekaphong	sirihekaphongs@smccd.edu	No	approved
Wissem Bennani	bennaniw@smccd.edu	No	approved

Ranking Criteria

1. Interview

State: Under Review by Selection Committee

Weight: N/A

- Yes (2.0 points)
 - No (0.0 points)
 - Maybe (May need additional discussion) (1.0 points)
-

References

References

Will references be required? No

Email reminder days

Cutoff date

Minimum Number of Requests 3

Maximum Number of Requests**Instructions to Applicant**

Your complete application requires that we receive three letters of recommendation. Please provide the names and contact information for three reference providers who can attest to your qualifications for this position. This system will automatically email a request to each provider once you have completed your application.

Instructions to Reference Provider

Please provide a letter of reference for this applicant describing his/her academic focus and teaching experience. If you have questions about this process, please call (650) 358-6800 or email us at smccdjobs@smccd.edu.

Completed/End Instructions to Reference

Thank you for providing a reference for this applicant. Your letter will be reviewed along with all other materials provided by the applicant.