

# FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Ave., Quincy CA 95971

(530) 283-0202, ext. 257

[www.frc.edu](http://www.frc.edu)

## DIRECTOR OF EDUCATIONAL TALENT SEARCH (ETS)

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### DEFINITION:

Under general direction of the Vice President of Student Services, the Educational Talent Search director has overall responsibility to plan, organize, supervise and evaluate the federally funded Educational Talent Search TRiO grant program. This includes budget management, recruitment of potential participants, reporting, compliance with all regulations, supervising staff, the development of outreach programs for prospective college students, connecting to tutoring, advising, career exploration, and additional related duties as assigned.

### CLASSIFICATION:

- FTE: 1.0 (40 hours per week) / 12 months
- FLSA Exempt
- Classified Management
- Date Modified: March 2023
- Categorical (grant) funded – employment contingent upon continued funding

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Responsible for development and implementation of all services and programs to meet ETS and college objectives
- Hire, train, supervise, and evaluate ETS staff
- Coordinate federal Grant Writing and renewal of federal grants

- Responsible for teaching instructional components related to grant or outreach objectives
- Oversee the development, content, and delivery of a curriculum that adheres to state standards and grant objectives
- Develop, manage, and approve program budgets and expenditures and provide overall fiscal management
- Responsible for continuation budgets and competitive proposals
- Serve as ETS and college liaison with target school administrators, other school personnel, college departments, parents, and community agencies
- Conduct ETS and general outreach presentations at target schools and community agencies
- Prepare ETS press releases and promotional materials
- Prepare ETS Annual Progress and Performance Reports; ensure that data is accurately maintained and reported
- Supervise and maintain accurate statistics in the ETS database and generate monthly/quarterly/annual reports that evaluate the performance of participants and the attainment of project objectives
- Oversee the recruitment and selection of ETS project participants
- Create new participant's files and database records; maintain record keeping
- Assess needs, deliver services, and monitor participant and staff progress
- Work collaboratively with the Vice President of Student Services and other student services programs to coordinate educational components that support grant and college objectives
- Develop and implement systematic communication strategies that promote ETS to current and prospective participants, their families, and the community
- Maintain thorough knowledge of college entrance requirements, academic programs, transfer and career opportunities, financial aid and scholarship eligibility
- Serve on College committees, ad hoc groups and teams as appropriate
- Provide systematic reports to the college on the status of ETS
- Assist in hands-on services for participants in Plumas and Sierra Counties
- Perform related duties as assigned

Knowledge of:

- The goals of ETS and other TRiO programs
- College entrance requirements, academic programs, transfer and career opportunities, financial aid, and scholarship eligibility
- Current technology and teaching pedagogy
- Principles and practices of marketing and outreach, including targeted outreach for special populations
- Principles and practices of supervision including work planning, direction, and evaluation
- Principles and techniques of public speaking and presentations

- Use of keyboard and computer software for data management and word processing
- Techniques and methods of data gathering, analysis, and reporting
- English grammar, spelling, composition and punctuation

Skill in:

- Communicating with people from diverse backgrounds including low-income, first-generation college students, single parents, minorities, and re-entry students
- Sensitivity to the needs of disadvantaged students
- Planning, supervising, and evaluating the work of others in an educational setting
- Interpreting and explaining college policies, programs, and the community setting to diverse student populations; developing and maintaining current knowledge of same for various surrounding colleges
- Establishing quick rapport in addition to the ability to maintain effective working relationships with those contacted in the course of work
- Exercising sound independent judgment within established guidelines
- Working independently with minimal supervision and the ability to handle multiple tasks simultaneously

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in education, counseling, social work, or related field
- Minimum of three years of experience teaching and advising at the middle or high school level, counseling at the high school or college level, or working in a TRiO grant program
- Must possess a valid driver's license and have a satisfactory driving record
- Must be willing to travel extensively
- Must be willing to work and travel alternative hours, including evenings and possible weekends
- At least three years of staff supervisory work
- Demonstrated sensitivity to, and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students and staff

**DESIRABLE QUALIFICATIONS:** A combination of education and experience equivalent to:

Master's Degree in education, counseling, social work, or related field  
 Community college experience  
 Experience working in teams

Comfortable working with 6<sup>th</sup> through 12<sup>th</sup> grade students in a classroom or field setting

**PHYSICAL CHARACTERISTICS/EFFORT:** The physical abilities to be performed with or without reasonable accommodations involved in the performance of essential duties are:

- Manual dexterity to operate keyboards and manipulate papers
- Speech and hearing to communicate effectively with individuals and to groups
- Vision to read text, forms, and computer screens
- Physical ability to maneuver, set up, and break down display booths and related materials
- Lifting and carrying equipment and materials up to 30 pounds
- Climb ladders, stoop, and kneel to hang and otherwise set up signs and display materials
- Extended sitting and driving in the course of travel

This work is performed in a variety of settings, both on and off campus