

## Position Description

TITLE: Project Director – High School Equivalency Program (HEP)

REPORTS TO: HEP Principal Investigator

DEPARTMENT : Employment and Training

Supervises a staff of clerical, professional/para-professional full-and part-time personnel.

### Nature of Work:

Under the supervision of the HEP Principal Investigator the HEP Project Director will be responsible for assisting in the implementation of the High School Equivalency Program (HEP), funded under the U.S. Department of Education to oversee the recruitment activities to serve eligible migrant students. To supervise assigned staff; to plan, monitor, and implement HEP program goals and objectives. To meet with internal and external units/departments for the recruitment and placement of eligible migrant students into the HEP/GED program. Work requires judgment, analysis, and decisions making according to established practices and procedures. Supervision received is general in nature and daily responsibilities are completed independently with interaction with supervisors limited to problems or unusual conditions, occasionally referring to supervisor for policy clarification interpretation.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Schedules and coordinates the day-to-day activities of the HEP program in collaboration with the Project Principal Investigator for the implementation of the HEP program objectives. Assists the Project Principal Investigator with the planning of the HEP faculty assignments and program schedule, and assist in the identification and resolution of problems and conflicts in regards to HEP students enrolled in the HEP/GED program.
2. Reviews, implements and monitors administrative and programmatic operations of the HEP program to ensure grant compliance.
3. Collaborates with the Project Principal Investigator in facilitating linkages with other ORO programs to provide orientation sessions for admission and enrollment in the HEP GED program.
4. To work in collaboration with the Project Principal Investigator in the implementation of a statewide outreach and recruitment plan targeted to reach potential HEP eligible students locally, and in statewide areas that have a high concentration of migrant and seasonal farmworker population, and to provide recommendations for the modification and/or improvement of the outreach and recruitment plan necessary to enroll 50/60 eligible HEP students annually.
5. To work in collaboration with the National Farmworkers Job Training program and with existing partners in the transition of HEP eligible students into other post-

secondary programs, or program areas meeting the outcomes placement goals of the HEP grant.

6. Establishes, maintains and enhances positive relationships with local and statewide, Community Based Organizations, Oklahoma's State Department of Education, Department of Workforce Development Migrant Services Programs, and with institutions of higher education regarding the recruitment of eligible migrant and or seasonal farmworkes into the HEP program, including providing ongoing orientation sessions to potential eligible HEP students statewide.
7. Oversee the development and implementation of student enrollment process with the NFJP counseling staff, and other ORO program staff as appropriate.
8. Represents HEP in appropriate local, state, and national organizations and agencies as assigned by the Project Principal Investigator; participates in departmental meetings, conferences, seminars and professional meetings as required.
9. Assist the Project Principal Investigator in the development of grants, and performance reports as required by the U.S. Department of Education.
10. Monitors and supervises assigned staff, and oversees the coordination of student supports services including student transportation, tuition fees, student supplies, student stipends, student meals, and other student support services as needed or required by the HEP grant.
11. Maintenance and oversees the collection of attendance, oversees and implements effective student retention activities, maintains a participant record keeping system; prepares and submits progress reports and other related information as required.
12. Work in collaboration with the Project Principal Investigator, the HEP faculty and staff in regards to students meeting its educational plan.
13. Assist, conducts and negotiates grant activities as assigned by the Project Principal Investigator.
14. Performs other related duties for the effective operation of special funded projects and or activities.

### QUALIFICATIONS:

Requires a Master's degree in Education, Business Administration, or in a related field; plus three (2) years in an administrative capacity including the direct supervision of staff including responsibility in fiscal management, instruction and curriculum, and overseeing direct student support program services and activities. Experience in working and managing a mult-cultural population including experience working with migrant and/or seasonal farmworker's adult/youth population; or any equivalent combination of experience and training which provides the necessary knowledge skills and abilities to include the following:

1. Knowledge of and experience working with migrant and or seasonal farmwork population, experience working in an adult education program serving the migrant and or seasonal farmworker population.
2. Experience in instruction, curriculum development, and in the writing of program policy manuals.
3. Ability to understand, interpret and explain planning statements, policies, procedures and written and oral instructional to staff, faculty, students and the general public.

4. Experience in the development and writing of federal, state, and local grants, and or experience in working and interpreting federal grant guidelines regarding program eligibility requirements.
5. Must be fluent in Spanish/English including the ability to read and explain written documents.
6. Ability to supervise, counsel and evaluate assigned staff.
7. Ability to communicate effectively through both oral and written means including the ability to communicate in Spanish.
8. Ability to establish and maintain effective working relationships with students, teachers, staff, representatives of state, regional and national agencies, and the general public.
9. Must be able to work with a culturally diverse students population in particular the migrant population.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.

**Apply now! Joining our team will provide you with the opportunity to make a difference every day.**

The ORO is an Equal Opportunity Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.