TURTLE MOUNTAIN COLLEGE

10145 BIA Rd 7, PO Box 340 Belcourt, ND 58316 | (701) 369-6060 | tm.edu

NYCP Program Director

Position Title: **NYCP Program Director**
Contract Term: **12-month**
Accountable To: **V.P. of Student Affairs**
Salary: **$52,671 - $57,185**

Summary of Position: This position will provide administrative direction and leadership for the department including but not limited to: federal policy compliance, budget management, supervision, recruitment, data collection, internal and external reporting, partnership development, marketing/outreach, curriculum development and instruction. Must be able to work a flexible schedule.

JOB CHARACTERISTICS:

Personal Contacts: This position will require contact with students, faculty, supervisor and co-workers.

Supervision Received: This position will be supervised by the V.P. of Student Affairs . There will also be regular communication between this position and the Program Officer located in Washington, D.C.

Supervision Given: This position will supervise NYCP permanent and short-term employees.

Essential Functions: Position requires ability to communicate effectively, have supervisory skills and provide leadership. Must have experience with budget management.

RESPONSIBILITIES:

- Provides administrative direction and leadership for the project including supervision of staff and maintenance of record keeping systems.
- Plan, organize and coordinate project services for students.
- Encourage team relationships between students/parents, project staff, schools and the community.
- Establish and maintain relationships with school staff.
- Regularly visit schools to verify grades.
- Lead the development of strategies to enhance the educational development of students.
- Coordinate meetings with appropriate faculty as needed.
- Oversee weekly assessment, asses student progress with staff and coordinate modification as needed.
- Work cooperatively with the Business Office to ensure fiscal integrity.
- Prepare reports as required for the college and funding agency.
- Participate in community events and workshops.
- Establish and monitor record keeping systems necessary to document the activities of the project and staff while maintaining confidentiality.
- Establish and maintain a recruitment program.
- Coordinate delivery of services with the college and target schools.
- Review and approve all fiscal disbursement requests.
- Complete evaluations on staff.
- Supervision of regularly scheduled staff plus staff hired on short term contracts.
- Prepare budget, manage and expend money appropriately, following grant guidelines.

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- Develop, provide, and submit periodic reports to funding agency and VP of Student Affairs. .
- Write and implement policies as necessary for grant activities.
- Maintain student and parent contact to ensure program success.
- Performs other position related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of database management. An understanding of the local culture and traditions – and the ability work the area youth.

Skills: Past supervisory skills helpful. Time management and effective communication skills are necessary. Strong collaboration and teamwork skills useful.

Abilities: Ability to work with all ages. Must be highly organized.

Physical Demands: Must be able to lift and move up to 30 lbs.

REQUIRED QUALIFICATIONS:

- Bachelor degree in Education or related field.

PREFERRED QUALIFICATIONS:

- Budget management skills.
- Three years management experience

Written: 10/25
Revised: 9/26

This institution is an equal opportunity provider