

**SPECIAL PROJECT MANAGER
FOR THE AMNESTY PROGRAM
Contra Costa College**

DEFINITION

This Special Project Manager directs the activities of the Amnesty Program and serves in a staff relationship to the Director of Business Services and Instructional Development and is responsible for the administration of personnel and support services within the program.

RESPONSIBILITIES

The Special Project Manager of the Amnesty Program is primarily responsible for the following activities:

Provides leadership in the formulation, implementation and evaluation of objectives and priorities for the Amnesty Program and support services.

Administers the budget of the program.

Supervises and evaluates all staff assigned to the program and participates in their selection.

Plans, reviews and evaluates the utilization of equipment and instructional labs within the program.

Maintains close liaison with department and division chairpersons in planning and development of appropriate course work.

Records and reports absences and assigns substitutes when necessary.

Attends conferences and workshops as well as meetings called by the administration.

Maintains close liaison with State Department of Education-Amnesty Office, Chancellor's Office - Amnesty Unit, and the Immigration and Naturalization Services, to effectively communicate the objectives of the Amnesty Program and to assure that the goals of the program are successfully accomplished.

Prepares reports and summaries as required, including statistical and financial reports and analysis and verification thereof.

Coordinates curriculum development and/or revisions.

Supervises and implements testing to ensure proper level placement of students.

Prepares and implements long-term plans for the continuing education of the Multilingual/Multicultural student population. (VESL classes)

Performs other duties as assigned by the Director of Business Services.

REPORTING RELATIONSHIPS

The Special Project Manager of the Amnesty Program reports to the Director of Business Services.

Positions directly responsible to the Special Project Manager of the Amnesty Program are: Administrative Secretary, Student Aides and Instructional Assistants.

(Over)

MINIMUM QUALIFICATIONS

Equivalent to completion of two years of college.

Experience in administering bilingual programs, preferably in English/Spanish.

Experience in administering budgets to ensure program objectives are met within the constraints of the budget.

Successful experience in working with community agencies.

Demonstrated ability to motivate subordinate staff to set high goals and to work toward their achievement.

DESIRABLE QUALIFICATIONS

Experience or training in the development of and working with a performance based, open-entry open-exit, self-paced instructional delivery system, preferably in data processing or secretarial/clerical skills.

Experience in development, implementation and management of new training programs dealing with workplace literacy, general vocational English, and/or occupation specific English as a second language in the public or private sector.

Experience in the development of program objectives and evaluation measures.

Ability to develop and maintain cooperative good will among staff, administration and students.