

EXAMPLE SPARKPOINT DIRECTOR RESPONSIBILITIES & COMPETENCIES



This is an example of possible responsibilities and competency areas for a SparkPoint Director. This is not meant to be an exhaustive list and not all the items on this list may be applicable to all SparkPoint Directors. These should be adapted based on the needs of your SparkPoint Center and institutional context.

EXAMPLE RESPONSIBILITIES:

- Responsible for oversight and strategic direction of SparkPoint Center programming
- Participates in strategic planning with district and college management and other staff and directs, coordinates, and participates in short- and long-range planning
- Meets with faculty, administrators, support staff, other college personnel and grant collaborators on a regular basis to review progress in meeting the SparkPoint Center objectives
- Works with District partners, college administration, faculty and staff, and partner organizations program staff to ensure successful implementation of the Center in accordance with grant, institutional, state, and federal guidelines
- Oversees and coordinates the development and sustainability of additional campus programming (e.g., Basic Needs initiatives, Career Center, Dream Center, Veteran's Services)
- Identifies and establishes strategic partnerships with other programs and organizations to build out the services offered to students at the SparkPoint Center
- Develops strategic partnerships locally to share educational, training and equipment resources
- Establishes mutually beneficial relationships with business organizations, policy makers, community and regional groups, other community colleges, and four-year colleges and universities to advance the goals of the SparkPoint Center
- Works with federal and state policies, procedures, regulations and laws pertaining to student rights, grievances, and complaints
- Promotes and markets the SparkPoint Center and services through presentations, brochures, correspondence, and other materials (e.g. social media)
- Participates in a variety of committee and staff meetings in support of low-income students and basic needs; and participates in other related committee assignments as required, both on and off campus
- Confers with management and other staff to develop and implement needs assessments and other studies and surveys for priority populations served by the Center
- Assesses Center and programs, including conducting focus groups and surveys to determine current effectiveness of the SparkPoint Center services and plans for future needs; reports on progress and advocates for resources as needed, including via program review and resource request processes
- Prepares related reports, including program review, and plans and shares with college community
- Solicits grants and external funding sources and administering grant funding, including completing and submitting monthly funder reports highlighting data and monthly outcomes
- Plans project budgets in conjunction with management and other staff and ensures that funds are managed in compliance with regulations, guidelines, procedures, and deadlines
- Monitors budget expenditures, revenues, transfers and online reporting, including making recommendations for changes to budgets, staffing, facilities, supplies and equipment
- Compiles statistics for use in designing/developing new and modified project services, goals and future service delivery changes

EXAMPLE COMPETENCY AREAS:

- Equity minded leader in the administration of a variety of programs at a comprehensive community college
- Understanding of and ability to articulate the role equity, inclusion and diversity play in SparkPoint's work
- Knowledge of best practices in student success, equity, inclusion, and antiracism strategies
- Knowledge of the policies, procedures, regulations and laws pertaining to federal programs including programs serving disadvantaged students
- Lived experience or familiarity with the barriers faced by individuals and families who are struggling with employment, housing, food access, educational attainment, mental health, and financial wellness
- Commitment to the goals of participatory governance
- Respectful and sensitive communication style with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds; sensitivity to the value in, and issues related to, successfully serving a culturally diverse student population
- Experience in program development, management, and supervision, directly with basic needs and social services related programming
- Strategic planning, program coordination, program evaluation and managing through change
- Partnership development with campus program, local businesses and community groups
- Establishing and maintaining effective and efficient working relationships with the college community and district staff as well as community partners
- Training, supervising, directing, and evaluating the work of others
- Successful interpersonal communication and leadership
- Strong oral communication skills including persuasive communication and negotiation with small and large groups, ability to effectively present information and respond to questions from students, faculty, staff, and the public
- Motivation and encouragement of others to work constructively and cooperatively to achieve and sustain a student-centered environment
- Good judgment and discretion in handling sensitive or confidential information
- Can work independently
- Fund development and/or grant-writing
- Budget planning, management, implementation, evaluation and reporting, and keeping records regarding personnel assignments and workload
- Organizational skills that enable performance of duties in a timely fashion with attention to detail
- Can multi-task, prioritize, follow through and meet deadlines
- Analysis and interpretation of data as it relates to program strategy
- Report, business correspondence, and procedure manual writing
- Use of a variety of computer software to format, compose and prepare statistical, financial and narrative reports, presentations and other written materials