

**Program Director, Native American Student  
Support and Success Program (COF)  
Bakersfield College  
Kern Community College District  
JOB DESCRIPTION**

**Definition**

Under the supervision of the Director, Outreach for Special Projects or assigned supervisor, the Program Director, Native American Student Support and Success Program (NASSSP) provides leadership and oversight to administer, enhance and expand the NASSSP grant authorized by California Education Code Section 79520. The Program Director will serve as the educational Tribal Liaison to Tribes and K-12 Indian educational partners. The Program Director will strengthen K-12 pathways to and through Bakersfield College for Native American students, ensure the educational success of Native American students, develop Native American leaders, and increase the number of Native American mentors to empower future generations. This position has broad accountability, within the participatory governance framework, for planning, directing, and evaluating assigned functions associated with the NASSSP.

**Examples of Duties**

1. Manage and provide vision and expertise for NASSSP and Native American student success.
2. Establish and guide campus strategy and practices to ensure an inclusive climate and support a thriving community of Native American/American Indian, Alaska Native, and Native Hawaiian students, staff, and faculty, including researching policies and practices as pertaining to Native Nation communities.
3. Develop, implement, and assess processes and strategies to support the growth, development, marketing, and administration of NASSSP.
4. Establish and maintain relationships with the local Tribes and K-12 Indian educational partners; develops relationships within and outside the college to develop and sustain student recruitment and outreach partnerships.
5. Collect data needed to determine the effectiveness of projects to ensure the meeting of NASSSP grant provisions.
6. Collaborate with the Office of Institutional Effectiveness and Student Success Technology to develop and maintain a data collection model.
7. Create, review, and submit required reports.

### Examples of Duties (continued)

8. Plan, organize, and direct the activities of all appropriate service operations, and allocate personnel and resources to optimize departmental efficiency and effectiveness.
9. Collaborate with faculty, management, classified professionals to ensure appropriate and effective implementation of NASSSP grant-related instruction and student services.
10. Hire, train, schedule, supervise, and evaluate the work performance of NASSSP grant-related staff, including faculty, classified staff, students, and interns.
11. Plan, organize, implement, and administer the department and staff through subordinate managers and supervisors.
12. Participate in the preparation, submission, and monitoring of the assigned area annual budget.
13. Advance student equity, diversity, and inclusion through educational program planning and implementation.
14. Ensure adherence to all applicable district, Fiscal Agent, and Chancellor's Office requirements; oversee preparation and submission of required reports to the CCCCCO.
15. Ensure compliance with NASSSP grant and project requirements. Creating effective and practical project work plans.
16. Develop and lead professional development for faculty, classified professionals, and managers.
17. Market the College and assigned programs to the College community and the general public.
18. Serve on College and District committees as appropriate.
19. Perform other related activities as assigned.

### **Minimum Qualifications**

- Master's degree from an accredited educational institution and three years of related experience, including at least one year of leadership experience reasonably related to the administrative assignment.
- OR**
- Bachelor's degree from an accredited educational institution and four years of related experience, including at least one year of leadership experience reasonably related to the administrative assignment.

### Minimum Qualifications (continued)

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### Knowledge and Abilities

#### Knowledge of:

- State and Federal codes, statutes and regulations that govern California Community Colleges.
- Pertinent sections of Title 5 of the California Code of Regulations pertaining to student developmental, curriculum and institutional services.
- Pertinent sections of California Education Code.
- California State Chancellor's Office (Systems Office) legal opinions and advisories.
- Federal regulations pertaining to the Family Educational Rights and Protection Act.
- Principles and practices of supervision, training, and evaluation.
- Commitment to the California Community College mission.
- Computer software applications and the ability to apply administrative technologies.
- Principles and procedures of record keeping.
- Budgeting and fiscal reporting.
- Interpersonal skills using tact, patience, and courtesy.

#### Ability to:

- Demonstrate leadership abilities.
- Envision and effectively organize and supervise the day-to-day operation of the assigned area.
- Develop, implement, and assess program goals and outcomes.
- Understand, communicate, and explain college programs and procedures.
- Work independently and with initiative while creating new programs and opportunities.
- Plan and organize work. Prioritize and schedule work; train and provide work directions to others.
- Select, train, and evaluate assigned staff.
- Maintain records and prepare reports and procedural documentation.
- Communicate effectively both orally and in writing.
- Analyze and prepare administrative reports, both narrative and statistical.
- Effectively and professionally represent the College to outside individuals and agencies in the course of work.
- Participate in the preparation and administration of assigned budget.
- Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
3	Ability to operate office equipment.

## Status/Rationale

This is a classified administrator position.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

06/2025