



**Wharton County
Junior College**

**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: President McCrohan DATE: 4-7-16

FROM: Marybelle Perez

DIV or UNIT: Title V HSI STEM Grant

SUBJ: PPA request for: Jessica Falcon

Title of PPA activity: Interim Title V HSI STEM Grant Project Director

Dates (or semesters) of activity: June 2016 - September 2016

- A. **Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Provides leadership, oversight, and coordination of a U.S. Department of Education (USDE) funded, Title V HSI STEM grant to increase learning and success in STEM fields of study and provide important support services designed to bolster their success. This position provides daily management of project components, including supervision of a Success Coach, STEM Specialist, two PT Supplemental Instruction (SI) Coaches, three PT SI Leaders, and a PT Clerk. This position coordinates all project activities in accordance with project goals and objectives. This position works closely with the Director of Grants Management to maintain required records and documentation for the project, including timely submission of all progress reports to USDE. This position provides timely and accurate information to the Director of Grants Management to support critical decision-making regarding project implementation.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		2,000.00/month	\$8,000.00
TOTAL		\$	\$ 8,000.00

BUDGET NUMBER: 21169-6039-6185-400

C. **Approvals**

Supervisor: [Signature] Date: 4-7-16

VPI: _____ Date: _____

President: [Signature] Date: 4-11-16