

DIRECTOR, EOPS & CARE, SBVC

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the general direction of the appropriate administrator, the Director of EOPS & CARE, SBVC plans, directs, supervises and manages the college Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE) and special outreach and support activities directed at underrepresented populations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, directs, supervises, evaluates and manages the college EOPS, CARE and other special outreach and support activities directed at disadvantaged and/or underrepresented populations.
2. Prepares and implements required annual EOPS, CARE and/or special outreach and support plans within state and local guidelines.
3. Develops, coordinates and administers the EOPS and CARE budgets; monitors and controls expenditures.
4. Assures accurate documentation of EOPS and CARE fiscal records, student records and evaluation data. Prepares and submits required state and institutional fiscal and accounting reports.
5. Develops and solicits grants and other external funding sources for EOPS, CARE and other special outreach and support programs.
6. Maintains and develops, with the EOPS and CARE counseling faculty, strategies to deliver effective assessment, orientation, counseling, guidance services and educational programs to EOPS and CARE students.
7. Coordinates services with college departments and programs such as ESL, CalWORKs, Tutorial Services, DSP&S, and Financial Aid, and with public and private agencies serving low-income groups.
8. Provides personal, social and academic counseling services to EOPS/CARE students as needed in support of the EOPS/CARE counseling faculty.
9. Participates in the development of newsletters, brochures, forms, manuals and other appropriate information about EOPS and CARE Programs. Participates in EOPS/CARE college/district strategic planning, program reviews and self-study processes.
10. Provide guidance for internal and external program audits and reviews.
11. Ensures compliance with EOPS Title V State Regulations and college/district policies as related to EOPS and CARE.
12. Manages and provides leadership for EOPS and CARE outreach activities, including the development of liaisons with high schools, community service agencies and alternative educational settings in order to increase the enrollment of nontraditional and low income students.

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13. Participates in a variety of meetings in support of EOPS and CARE programs and activities; organizes the EOPS/CARE Advisory Committee and represents the college at local, regional and state-wide activities, meetings and conferences.
14. Supervises, directs, trains and evaluates assigned faculty and staff.
15. Serves on campus-wide committees as assigned.
16. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of an EOPS and CARE program.

Principles and practices of curriculum development, instructional theory and program evaluation; counseling and guidance principles and techniques; academic requirements for community college and transfer institutions; student recruitment, retention, and orientation programs that serve traditionally underrepresented students and educationally under-prepared students with language, social or economic disadvantages.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to California Community College philosophy and mission; Title 5 regulations and Education Codes applicable to EOPS and CARE programs

Ability to:

Oversee and participate in the management of a comprehensive EOPS and CARE program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Gather and analyze data and situations and make appropriate decisions.

Prepare and present comprehensive, concise, clear oral and written reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to EOPS and CARE functions and operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

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Education/Training:

A Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, from an accredited college or university, or the equivalent

Required Experience:

Two years of experience within the last four years or the equivalent in the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages **OR** as a community college EOPS counselor or EOPS instructor, **OR** have comparable experience in working with disadvantaged clientele.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.