

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: EOPS Director

Unit: Management

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Job Code: C2216
Original Date: 07/1989
Last Revision: 05/2013
Staff Type: Academic
FLSA status: Exempt
Salary Range: 15

DEFINITION

Under general supervision of the Vice President, Student Services or other assigned manager, plan, organize, manage, and direct the Extended Opportunity Programs and Services (EOPS), Outreach Services, and CalWORKs programs for students at a college. Evaluate and recommend programs, standards, policies and procedures within the parameters of State and federal laws to meet the District's goals for assigned programs.

EXAMPLE OF DUTIES

1. Plan, manage, direct, and provide leadership for the day-to-day activities of all components of a campus EOPS program and related programs, including instruction, counseling assessment, college orientation and tutorial services.
2. Direct, coordinate and organize all aspects of a campus-wide outreach program, including supervision and training of outreach staff. Represent the college in the procurement, implementation and monitoring of collaborative educational partnership agreements with high schools and community agencies. Plan and implement a regular meeting schedule for high school administrators, faculty and staff.
3. Provide leadership and coordination to the CalWORKs program in the planning, development, implementation and evaluation of activities and functions. Monitor and interpret legislation, policies and procedures for the CalWORKs program. Oversee the application and allocation process for the CalWORKs program.
4. Oversee the analysis and approval of CalWORKs and Temporary Assistance to Needy Families (TANF) funding plans and budgets and develop fiscal reports and revenue and expenditure estimates for CalWORKs. Assist in ongoing monitoring and evaluation of the effectiveness of program activities.
5. Supervise, select, evaluate, train, and appraise assigned certificated and classified employees; determine staffing levels and allocate staff time; provide for technical direction and guidance; prepare and assign staff assignments and schedules; make employment, transfer and promotion recommendations; develop appropriate training programs.
6. Work closely with other student services and student assistance personnel to coordinate programs/services and assure proper communication and compliance with District policies and procedures.
7. Attend, represent and participate in districtwide, local, State and national level committees, groups, conferences, advisory boards and professional organizations to develop effective programs and services, to maintain liaisons, and to exchange information and discuss assigned programs'-related matters.
8. Monitor status of funds available for special programs; prepare budgets and disbursement guidelines and authorize expenditures.
9. Interpret and implement federal and State guidelines with respect to programs served; monitor activities to assure compliance with federal and State guidelines.
10. Survey and identify special materials needed by students; survey and identify needs of students who are disadvantaged by language, social and economic handicaps.

11. Develop community contacts and coordinate outreach recruitment for potential students; develop transfer relationships and agreements with four-year institutions.
12. Review and evaluate programs regarding any impact on the success and retention of students served.
13. Develop and implement policies and procedures; prepare guidelines and manuals for programs supervised.
14. Prepare formal applications for government and private grants and funds based on applicable demographic, financial and personal considerations.
15. Supervise and participate in the preparation and maintenance of administrative records and reports related to assigned programs' services, activities and finances.
16. Provide instructional aides for classes and provide tutoring and other special assistance as necessary. Coordinate and direct counseling and other support for assigned programs and services.
17. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of the Calif. Education Code and other State and federal laws.
Awareness of problems countered by economically disadvantaged students.
Budget preparation and management.
Community leaders, resources and agencies involved with ethnic minority issues.
Culture, practices and views of various minority groups.
District organization, operation, policies and objectives, including academic and transfer requirements.
Fundamentals of accounting, budgeting and fiscal reporting.
Interpersonal skills using tact, patience and courtesy.
Interpret and explain legal requirements.
Labor market conditions and demographic composition of community.
Laws, regulations and policies governing assigned programs.
Oral and written communication skills.
Principles and techniques of interviewing.
Principles and techniques of training and supervision.
Student counseling, tutoring, and instructional support.
Students' rights and teachers' contracts.
Technical aspects of field(s) of specialty.

Skills and Abilities:

Communicate effectively with others.
Determine staffing levels and allocate staff time.
Develop and implement services and programs to provide post-secondary education access retention and transition opportunities for socially disadvantaged and under-represented minority students.
Establish and maintain effective working relationships with others.
Identify and establish goals.
Interrelate effectively with socially disadvantaged students.
Maintain records and prepare reports.
Plan, organize and manage a variety of programs and services including outreach, recruitment, counseling and tutoring.
Prepare and control program budgets and authorize expenditures.

- Provide leadership.
- Read, interpret and apply provisions of federal, State and local rules and regulations pertaining to assigned programs.
- Review and evaluate program activities and services and assure compliance with applicable laws and regulations.
- Train and supervise personnel.
- Work closely with a culturally diverse student body.

Training and Experience:

Any combination of training and experience equivalent to at least two years of experience, within the last four years, either in: the management of administration of educational programs, community organizations, government programs or private industry in which dealt primarily with ethnic minorities and/or persons handicapped by language, social or economic disadvantages; or as a community college EOPS counselor or EOPS instructor or comparable experience in working with disadvantaged youth and a minimum of six units of college-level course work predominately relating to ethnic minorities as defined in Education Code, Section 56226 and/or persons handicapped by language, social or economic disadvantages. The following are also required for this academic/educational administrator assignment:

- 1) Master's degree (doctorate preferred) from a regionally accredited institution, AND
- 2) One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

OR

- 1) Possession of a lifetime California Community College Chief Administrative Officer Credential, AND
- 2) Two (2) years of recent management experience in an institution of higher education, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.