

# 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: 05/2018  
Staff Type: Academic  
FLSA status: Exempt  
Salary Range: 15

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### DEFINITION

Under general supervision of the Vice President, Student Services, or 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. Train, supervise, and evaluate the work performance of assigned staff; provide technical direction and guidance; recommend personnel actions, including employment, change in status, and disciplinary action; determine staffing levels and allocate staff time; 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, maintain liaison, and exchange information and discuss assigned program-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 personnel considerations.
15. Supervise and participate in the preparation and maintenance of administrative records and reports related to assigned program 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 California 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.  
Interpret and explain legal requirements.  
Labor market conditions and demographic composition of community.  
Laws, regulations, and policies governing assigned programs.  
Modern office practices, procedures, and equipment, including computer hardware and software.  
Oral and written communication skills.  
Principles and techniques of interviewing.  
Principles and practices of administration, supervision, and training.  
Student counseling, tutoring, and instructional support.  
Students' rights and collective bargaining agreements.  
Technical aspects of field of specialty.

#### Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.  
Communicate effectively both orally and in writing.  
Demonstrate interpersonal skills using tact, patience, and courtesy.  
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.  
Maintain records and prepare reports.

- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- 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.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Review and evaluate program activities and services and assure compliance with applicable laws and regulations.
- Train, supervise, evaluate, and provide work direction to assigned staff.
- Work closely with a culturally diverse student body.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Master's degree from an accredited institution in a related area and three years of increasingly responsible experience in the management and administration of educational programs, community organizations, government programs, or private industry 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.

The following are required for academic/educational administrator assignments:

- 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.