

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF EOPS AND CARE

BASIC FUNCTION:

Under the direction of an area administrator, plan, organize, coordinate, and direct the provision of EOPS, CARE, and other related programs; supervise and train department staff; administer and evaluate EOPS, CARE, and relate programs and activities; direct and participate in the preparation of required reports; supervise and evaluate the performance of assigned personnel; and perform other related work as required.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, and direct the provision of EOPS, CARE, and other related programs. **E**

Administer the EOPS, CARE, and other related programs to insure that eligible economically or educationally disadvantage students receive needed financial and educational assistance. **E**

Direct the development and implementation of program plans in accordance with applicable regulations; administer mandated program policies and procedures; direct and participate in the application for program funds; direct the preparation and maintenance of program records, files, and statistical information. **E**

Coordinate outreach and recruitment programs and programs with other offices and agencies. **E**

Monitor student progress and program records and procedures. **E**

Provide technical information and assistance to college staff and students. **E**

Organize and coordinate EOPS, CARE, and related services advisory committees; serve as liaison between the college and program agencies. **E**

Supervise and train staff. **E**

Evaluate faculty and classified staff as assigned in accordance with proper management practices and collective bargaining agreements. **E**

Serve on district committees as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Director, EOPS & CARE

Laws, regulations, and policies governing, EOPS, CARE, and other related programs.

Community College District rules and regulations.

Needs of college students with diverse backgrounds, abilities, and interests.

Community resources, organization, and functions.

Interviewing and counseling techniques.

Accounting, budgeting, and fiscal record keeping and reporting practices.

Office organization and management.

Computerized information systems.

Grant application and administration procedures.

Principles of supervision and training.

ABILITY TO:

Plan, organize, coordinate, and direct the provision of EOPS, CARE, and other related programs.

Develop and administer program budgets.

Analyze, interpret and apply laws, regulations, policies, and procedures.

Understand and relate to the needs of program participants.

Prepare technical correspondence, reports, applications, and documents.

Work cooperatively with a variety of individuals and coordinate activities with all levels of college organization.

Analyze and evaluate problems of program participants and adopt an effective course of action.

Mobilize and retain the cooperation of various community groups for program participant services.

Speak effectively and prepare publicity and news releases.

Supervise and train staff.

Evaluate faculty and classified staff as assigned.

EDUCATION AND EXPERIENCE:

A master of arts degree in an appropriate field of study related to student services administration and one year of formal training, internship, or leadership experience related to administrative assignments, OR possession of a California Community College Supervisor Credential; AND

Within the past four years, have two years of experience or the equivalent:

(a) in the management or administration of educational, community, or government programs or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social, or economic disadvantages;

OR

(b) as a community college EOPS counselor or EOPS instructor, or have comparable experience working with disadvantaged clientele; AND completed a

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minimum of six semester units of college-level course work, predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

WORKING CONDITIONS:

Office environment

Subject to constant interruptions. Position requires hearing, moderate lifting, bending and reaching above the shoulders, sitting or standing for extended periods of time, speaking to exchange information and interview students, and dexterity of hands and fingers to operate a computer terminal and other office equipment.