

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) AND SPECIAL POPULATIONS

SUMMARY DESCRIPTION:

Under the administrative leadership and direction of the, Cognizant Administrator, plan, organize, coordinate, and direct all programs and services provided through the District's Extended Opportunity Programs and Services (EOPS) and Special Populations Department; supervise and evaluate assigned academic and classified staff; supervise the preparation and maintenance of required records and reports; and assume responsibility for procurement, expenditure, and accounting for funding in compliance with applicable law and policy.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, organize, direct, and provide administrative leadership for the programs and operations of the EOPS and Special Populations Department including Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), California Work Opportunity and Responsibility to Kids (CalWORKs), Federal Temporary Aid to Needy Families (TANF), Former Foster Youth (FFY)/Guardian Scholars Program (GSP), and other related programs and service areas as assigned; direct all aspects related to the planning, staffing, delivery, and evaluation of assigned programs; ensure compliance with Title V regulations and other applicable federal and State regulations and policies; represent the interests of the Department. ***E***
2. Manage and provide leadership in the development and implementation of goals, objectives, and priorities for assigned activities, programs, and operations; recommend and administer policies, procedures, and programs for assigned program areas; participate in long-range planning activities. ***E***
3. Develop policies and procedures within federal, State, and District guidelines to ensure access to District programs for students served. ***E***
4. Oversee and participate in the development and administration of budgets for assigned program areas; participate in the forecast of funds; monitor and approve expenditures; implement adjustments; assume responsibility for reporting and accounting for categorical funding of programs and related reports. ***E***
5. Provide overall supervision of assigned programs and services, faculty and staff functions, and related activities that serve the instructional and students services needs of educationally and financial disadvantaged students. ***E***
6. Reviews programs, services, activities, and expenditures for compliance with applicable State and federal laws, regulations, and guidelines, District policy and procedures, and responsiveness to special student populations. ***E***
7. Participate in the selection, training, supervision, and evaluation of assigned faculty and staff; provide or coordinate training for staff; supervise assigned personnel in accordance with District policy; participate with Student Affairs in the evaluation of classified staff and academic faculty. ***E***
8. Assume responsibility for completing appropriate reporting to State agencies for continuing funding for assigned programs including but not limited to EOPS/CARE, CalWORKs/TANF, and support to FFY. ***E***
9. Assume responsibility for working with on campus and local groups in the community to ensure support to students including students formerly in the Foster Youth system now attending Southwestern College. ***E***

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10. Assume responsibility for handling student personal, program- and staff-related complaints; assume responsibility for resolving problems regarding student eligibility, acceptance, utilization of programs, and delivery of programs and services. *E*
11. Provide leadership and serve in an advisory capacity to District administrators, faculty, and staff regarding access to College programs and services for EOPS/CARE and other special population students. *E*
12. Provide leadership in offering appropriate services; work collaboratively with the Vice President and other departments in designing programs that meet the learning needs of students; provide consultation to the Dean in providing programs services in consultation with the Center Deans.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields related to student support services.
14. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of the EOPS, CARE, CalWORKs, TANF, FFY/GSP, and other special population programs as assigned.

District policies, procedures, and current education programs.

Pertinent federal, state, and local laws, codes, and regulations including Title V Regulations.

Methods and techniques of leadership and management.

Principles and practices of curriculum and course development.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of hiring, supervision, training, and performance evaluation.

Principles and procedures of statistical record keeping and report preparation.

Modern office procedures, methods, and equipment including computers and applicable software.

Methods and techniques of research, analysis, and decision making.

English language usage, grammar, spelling, and punctuation.

Interpersonal skills, using tact, patience, and courtesy.

Oral and written communication skills.

Ability to:

Manage and direct the activities of and provide effective leadership for the District's EOPS and Special Populations Department programs, services, and operations.

Oversee and participate in the development and implementation of policies, procedures, goals, and objectives of assigned programs and services.

Develop, coordinate, and manage effective programs and services.

Develop, implement and incorporate new programs to address identified needs of targeted student populations.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Plan, organize, direct, and coordinate the work of faculty and staff.

Select, supervise, train, and evaluate faculty and staff.

Research, analyze, and evaluate new service delivery methods and techniques.

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

Prepare and present comprehensive, effective oral and written reports

Develop and administer budgets.

Analyze curriculum and offered courses and recommend modifications.

Interpret, apply, and explain applicable federal, state, and District laws, regulations, policies, and procedures related to assigned functions.

Conduct meetings and serve on committees.

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Plan and organize work to meet schedules and time lines.

Work successfully with District faculty, administrators, and staff as well as community representatives.

Communicate and respond effectively with students with diverse qualities.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

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

Minimum qualifications for the Director of Extended Opportunity Programs and Services (EOPS and Special Populations can be satisfied by meeting one of the following requirements, which meet the Title 5 regulations, section 56262 for the EOPS/CARE program:

Possession of a Master's degree from an accredited college or university and one year of formal training, internship, or leadership experience reasonably related to the assignment; **OR**

A California Community College Supervisor Credential.

AND

Must have, within the last four years, two years of experience 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.

AND

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

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 with frequent interruptions and distraction; extended periods of time viewing computer monitor; work outside of normal business hours may be required in order to meet deadlines and to attend meetings in the evening or on weekends; travel may be required.

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.

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

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Revised: May, 2017 (title changed from Director of EOPS)

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