

RIO HONDO COMMUNITY COLLEGE DISTRICT

DIRECTOR OF EOPS AND CARE

DEFINITION

Under administrative direction, to provide leadership and direction; to manage, supervise, and coordinate the Extended Opportunity Program and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) programs and activities; to coordinate assigned activities with other District divisions, and outside agencies; and to provide highly responsible and complex professional support to the Dean of Student Support Services.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, faculty, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and direction and assume management responsibility for EOPS and CARE programs, services, and activities.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for EOPS and CARE programs; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Dean of Student Support Services direct the implementation of improvements.

Select, train, motivate, counsel, and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, coordinate, and review the work plan for EOPS and CARE; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the EOPS and CARE program annual budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for EOPS and CARE with other District divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Dean of Student Support Services; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to EOPS and CARE programs, policies, and procedures as appropriate.

Ensure that services are provided to students according to EOPS regulations; review student files to determine eligibility.

Plan, organize, and coordinate the recruitment activities for the EOPS/CARE programs.

Establish and maintain a variety of community agency and secondary school contacts.

Audit and monitor EOPS and CARE to ensure they are in compliance with State regulations.

Plan, develop, and implement operational procedures and guidelines to ensure an effective and efficient operational mode.

Perform needs assessments and prepare recommendations for use in the budget planning process; review, monitor, and evaluate EOPS program results.

Serve as liaison with faculty, counselors, and other College staff to aid EOPS students in making adjustments to college.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Participate on a variety of state-wide boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of EOPS and CARE.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.

Operational characteristics, services, and activities of EOPS and CARE programs.

Organizational and management practices as applied to the analysis and evaluation of EOPS and CARE programs, policies, and operational needs.

Modern and complex principles and practices of EOPS and CARE program development and administration.

Methods, trends, and practices pertaining to a student extended opportunity program.

Disadvantaged youth/adult cultural and financial problems and concerns.

Program evaluation, audit results, and reporting procedures.

Legal mandates, policies, regulations, and guidelines concerning the College Extended Opportunity Programs and Services.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for EOPS and CARE.
Recommend and implement goals, objectives, and practices for providing effective and efficient EOPS and CARE services.

Manage, direct, and coordinate the work of professional, technical, and administrative

support personnel.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to EOPS and CARE issues, concerns, and needs.

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

Research, analyze, and evaluate new EOPS and CARE service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to EOPS and CARE programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Within the last four years, two years of experience or the equivalent:

- a) In the management or administration of educational programs, community organizations, government programs or private industry in which the applicant dealt predominately with ethnic minorities or persons handicapped by language, social or economic disadvantages; or,
- b) As a community college EOPS counselor or EOPS instructor, or comparable experience in working with disadvantaged clientele; and, one year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Training:

Master's degree from an accredited college or university and a minimum of six units of college-level course work predominately relating to ethnic minorities or persons

handicapped by educational, language, or social disadvantages.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 48

Effective Date: May 11, 2005, May 9, 2013

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