

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)/COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE) PROGRAMS

BASIC FUNCTION

Under the supervision of the Dean of Enrollment Services or assigned supervisor, the Director of EOPS/CARE has primary responsibility for administering all aspects of these categorically funded programs. The Director will primarily be responsible for selecting and providing online/in-person advising support to participants, managing and tracking program funds, recordkeeping, implementing project activities, hiring and supervising staff, conducting project evaluations and meeting reporting requirements as may be set locally, statewide, and federally.

REPRESENTATIVE DUTIES

Essential Functions:

1. Plan, lead and administer the EOPS/CARE programs. This may require some evenings weekends.
2. Supervise and coordinate the activities of personnel as they identify, recruit, and provide designated services for students within state and local guidelines.
3. Assess the progress and personal development needs of EOPS/CARE participants and develop effective assessment, orientation, counseling and educational strategies to address those needs.
4. Provide personal, social and academic counseling services in person and/or online to EOPS/CARE students as needed in support of EOPS/CARE faculty.
5. Coordinates services with college departments and programs such as English as a Second Language, Tutoring Academic Skills Center , Disabled Students Programs and Services, Financial Aid, and other programs as appropriate.
6. Assist in selecting, hiring, training, supervising, and evaluating program staff.
7. Represent EOPS/CARE at school and community events.
8. Maintain accurate records, prepare program reports as required, assess and maintain compliance with all requirements of institutional policies and procedures, state and local legislation and all other applicable regulations.
9. Maintain project budgets and track all financial expenditures.
10. Conduct follow up contacts and a longitudinal study of program graduates.
11. Conduct personal interviews with applicants and their parents for possible admission into the program.
12. Develop and solicit grants and other external funding sources for EOPS/CARE and other special outreach and support programs.
13. Provides guidance for internal and external reviews and audits.

Other Functions

14. Perform other assignments, including committee membership, and other responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: State and federal laws and regulations governing related grant activities and California Community Colleges; district policies and procedures; the mission and student population of California Community Colleges and the Coachella Valley; student development; counseling and advising; financial aid resources; financial literacy; research and assessment; supplemental instruction and tutorial services; strategies to increase student retention and college completion; strategies to recruit participants and provide resources and services that can benefit students from traditionally disadvantaged backgrounds; management and staff professional development; interpersonal skills including tact, patience, and diplomacy.

Ability to: Work with internal and external participants in building and maintaining positive relationships;

develop and manage a program budget; assist faculty and staff in developing and implementing online and in-person strategies to improve student success; prepare and submit reports to supervisors and reporting agencies; utilize computer technology and appropriate software programs; communicate effectively both orally and in writing; demonstrate an understanding and sensitivity to the needs of diverse students, especially those from traditionally disadvantaged backgrounds; attend local, regional and national conferences.

EDUCATION AND EXPERIENCE:

Education: Master's degree required in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development, OR a Bachelor's degree in one of the preceding subjects AND a California License in Marriage, Family and Child Counseling (LMFCC), OR the equivalent.

Experience: Two (2) years of management experience required in higher education. Strong background in report writing, formal communications and budget management.

DESIRABLE QUALIFICATIONS

Work experience at community college level; direct experience with student services/student affairs; strong interpersonal skills; demonstrated experience in facilitation and collaboration of work across college divisions and departments; experience in supervising faculty and staff; knowledge of collective bargaining.

WORKING CONDITIONS

Office environment primarily, outdoors as needed. Constant interruptions. Requires some evening and weekend responsibilities. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Educational Administrator
Leadership IX

Board Approved: October 23, 2015, June 18, 2020 (pending)

Reviewed: December 12, 2017, May 2020