



PALO VERDE COMMUNITY COLLEGE DISTRICT

DIRECTOR OF EOPS/CARE

NATURE OF THE POSITION

Under the supervision of the Vice President of Instruction and Student Services, plan, organize, control and direct the operations and activities of the EOPS/CARE programs at multiple campuses and designated locations; develop, prepare and administer the annual preliminary budget for the EOPS and CARE programs; provide District leadership in the coordination of school and community based outreach efforts for underrepresented students; ensure that the EOPS and CARE programs are in compliance with State Title 5 and Education Code regulations; train, supervise and evaluate the performance of assigned counseling faculty and classified personnel.

DUTIES AND RESPONSIBILITIES

1. Plan, organize, control and direct the operations and activities of the EOPS/CARE division; train, supervise and evaluate the performance of assigned counseling faculty and classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop and schedule counseling faculty and classified personnel assignments; review and sign timecards.
2. Plan and conduct a variety professional development, workshops, crisis training and other trainings of EOPS counseling faculty, personnel and EOPS adjunct faculty.
3. Direct the EOPS outreach and recruitment program and EOPS orientation program.
4. In collaboration with the EOPS Counseling faculty maintain and develop strategies to deliver effective assessment, orientation, counseling, guidance services and educational programs to EOPS/CARE students.
5. Provide leadership to EOPS personnel in the development and evaluation of Student Learning Outcomes for EOPS and CARE student retention and success.
6. Collaborate with other departments and programs such as ESL, Basic Skills, CalWORK's, the Learning Skills Center, Disability Resources and with public and private agencies serving low-income or disadvantaged groups.
7. Advocate for Student Equity and the promotion of institutional efforts to improve academic success and program completion of underrepresented students.
8. Provide backup services in personal, social and academic counseling to EOPS/CARE students in the support or absence of EOPS counseling faculty; refer students to appropriate resources and provide students information regarding social services and community resources.
9. Actively participate in conferences pertinent to EOPS/CARE projects and concerns.

10. Initiate and coordinate cultural awareness and enrichment activities and personnel in-service programs designed to provide College-wide support for EOPS/CARE students and to promote an inclusive campus climate.
11. Oversee and ensure the accuracy of MIS and other State reports including year-end summaries of EOPS/CARE program accomplishments; collaborate with the IT department to identify ways to respond to changes in EOPS data elements in the MIS system.
12. Interpret and ensure compliance with Title 5 Regulations and EOPS/CARE sections of the Education Code for students, personnel, the EOPS Advisory Committee, the other managers and directors in Student Services, faculty and directors in Academic Affairs, Business Services and the IT department.
13. Provide cross-cultural counseling and mental health support strategies to students from the diverse ethnic, language and socio-economic groups in the EOPS/CARE student population.
14. Review and evaluate transcripts for assigned students; assist assigned students with registration.
15. Develop and prepare the annual preliminary budget for the EOPS and CARE programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
16. Provide technical expertise, information and assistance to the Vice President of Instruction & Student Services, faculty and administrators regarding assigned functions; assist in the formulation and development of policies, procedures and programs; make recommendations to the Chancellor's Office staff regarding the automation of the annual EOPS program plans.
17. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
18. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
19. Communicate with other administrators, personnel, students, community agencies and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
20. Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
21. Attend, schedule and conduct a variety of meetings as assigned; serve on committees and serve as an advisor for various student clubs; plan and coordinate special events and ceremonies.
22. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization and direction of the operations and activities of the EOPS/CARE programs.
2. Current Education Code, Title 5 and State and federal financial aid regulations that directly affect EOPS/CARE students.

3. Student recruitment, retention and orientation programs that serve traditionally underrepresented students and educationally underprepared students with language, social or economic disadvantages.
4. Planning, budgeting and staffing.
5. Oral and written communication skills.
6. Principles and practices of administration, supervision and training.
7. Applicable laws, codes, regulations, policies and procedures.
8. Interpersonal skills using tact, patience and courtesy.
9. Operation of a computer and assigned software; drive a vehicle to conduct work.

ABILITY TO:

1. Plan, organize, control and direct the operations and activities of the EOPS/CARE programs.
2. Train, supervise and evaluate personnel and counseling faculty in the area(s) of assignment.
3. Work in cooperation with various campus departments and programs in instruction, student services and business services.
4. Organize programs that promote academic success for students from all of the cultures served by EOPS.
5. Provide cross-cultural counseling to students from the diverse ethnic, language and socio-economic groups in the EOPS/CARE student population.
6. Advocate successfully for the needs of EOPS/CARE students throughout the College community.
7. Work effectively with multiple funding source budgets.
8. Communicate effectively both orally and in writing.
9. Interpret, apply and explain rules, regulations, policies and procedures.
10. Establish and maintain cooperative and effective working relationships with others.
11. Operate a computer and assigned office equipment.
12. Analyze situations accurately and adopt an effective course of action.
13. Meet schedules and timelines.
14. Work independently with little direction.
15. Plan and organize work.
16. Prepare comprehensive narrative and statistical reports.
17. Direct the maintenance of a variety of reports, records and files related to assigned activities.

MINIMUM QUALIFICATIONS

1. Master's degree in a related field from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator's area of assignment.
3. Three years of experience directly related to the essential functions of the job.
4. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid Class C driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is an Educational Administrator position.
2. Row 9 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.