



**JOB TITLE: DIRECTOR, EXTENDED OPPORTUNITY PROGRAMS (EOPS) AND SERVICES/CalWORKS**

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	11	Board Approved:	March 18, , 2002

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**BASIC FUNCTION:**

Under the direction of the designated Dean, plan, organize, control and direct the operations and activities of the EOP&S and CARE programs and the CalWORKS welfare reform program; provide leadership in the development and implementation of service delivery systems; coordinate and supervise all personnel involved in the programs.

**This position is contingent upon the availability of state and federal funding.**

**REPRESENTATIVE DUTIES:**

The duties of the Director of EOP&S/CalWORKS may include, but not be limited to the following:  
Assure the provision of a student-centered, customer-service oriented environment for the delivery of programs and services.

Create a positive environment that fosters creativity.

Develop and monitor the budget for all programs within the department; manage fiscal resources consistent with District policy and sound financial management principles.

Ensure the validity of student eligibility for EOP&S, CARE and CalWORKS programs with supporting documentation of financial and educational criteria required for operational program reviews.

Ensure that the use of EOP&S/CARE/CalWORKS funds comply with state guidelines.

Supervise the awarding process of EOP&S grants, CARE grants, child care allowances and book vouchers; supervise the inputting of EOP&S, CARE and CalWORKS awards into the Financial Aids software system.

Supervise the outreach recruitment efforts for at-risk individuals in local high schools and within the Community.

Coordinate program planning activities with the state, Los Angeles County and other agencies and serve as the EOP&S /CalWORKS liaison with local businesses, community groups and agencies.

Maintain EOP&S/CARE and CalWORKS advisory committees with appropriate membership from community agencies, businesses, high schools and colleges. Conduct the annual meetings of each.

Coordinate priority registration for EOP&S/CARE students as defined by Title V regulations.

Monitor and ensure EOP&S/CARE/CalWORKS compliance with regulations. Resolve compliance issues when necessary.

Provide support and guidance to faculty members as they design, review and modify courses that assist in the retention and transition of program participants.

Supervise the overall function of the peer advising and tutoring components in the retention and tutorial services.

Conduct and review exit process for students who are no longer eligible for services.

Supervise the data collection, data entry and integrity of MIS reports used to allocate state funds to EOP&S, CARE and CalWORKS programs; ensure reports are submitted to state in a timely manner.

Provide leadership in the use of technology to ensure the effectiveness and efficiency of the EOP&S/CARE/CalWORKS programs.

Provide leadership in the development and achievement of annual goals and objectives; submit an annual report.

Supervise early outreach and summer readiness activities to motivate and bridge retention efforts for students in grades 8-12 via tutoring, campus tours, informational and motivational workshops.

Design the curriculum, hire instructors and staff and manage the daily operations for the Early Start Summer Institute.

Maintain and encourage effective communication with division staff by holding regular staff meetings; provide information to staff about issues, programs and practices affecting the college and the department. Foster an environment of collegial consultation.

Provide clearly written reports and analyses when requested or appropriate.

Perform other duties as assigned.

#### **JOB QUALIFICATIONS:**

##### Education and Experience:

Must have a Master's degree or the equivalent which includes or is supplemented by a minimum of six units of college level course work predominately relating to ethnic minorities or persons handicapped by educational, language or social disadvantages and two years of full-time experience in 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 as a community college EOP&S counselor or EOP&S instructor.

#### **OTHER QUALIFICATIONS:**

##### Knowledge/Areas of Expertise:

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes and regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and appropriate software.

##### Abilities/Skills:

Demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and appropriate office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.

Licenses or Other Requirements:

Valid California driver's license.

**WORKING CONDITIONS:**

May be required to drive to offsite locations periodically.  
Move from one work area to another.  
Hand, wrist, finger dexterity to operate various office machines.  
Multicultural, diverse work environment.  
Lift up to 25 pounds.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.