

	Position: Director of Student Affairs, EOPS/CARE and CalWORKs	Position Number:
	Department/Site: Student Affairs	FLSA: Exempt - Administrative (Educational Administrator)
	Reports to: Vice President of Student Affairs or assigned administrator	Salary Range: VII

DEFINITION

Under general direction, plans, organizes, and provides oversight for all functions, activities, programs, and services associated with the District’s Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), and California Work Opportunity and Responsibility to Kids (CalWORKs); supervises program development and review, and budget development and maintenance; develops, implements, and evaluates programs, services, and activities; represents EOPS/CARE, and CalWORKS on various committees and to the community during outreach events; manages the effective use of District and program resources to improve organizational productivity and customer service; provides highly responsible and complex professional assistance to the Vice President of Student Affairs in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Student Affairs. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that plans, oversees, and participates the functions, operations, projects, and activities of EOPS/CARE and CalWORKS, including short- and long-term planning and development and administration of program policies, procedures, and services. The incumbent provides assistance to the Vice President of Student Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification is distinguished from the Vice President of Student Affairs in that the latter oversees and

Selects, trains, motivates, and directs program personnel; evaluates and reviews work for acceptability and conformance with program standards, including project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

Develops, administers, and oversees the program's annual budget; monitors program expenditures to ensure compliance with established laws and regulations, as well as funding requirements.

Plans, organizes, and directs activities involved in enhancing services and opportunities for underrepresented minorities, single parents, and educationally disadvantaged students; directs activities to facilitate and enhance enrollment at the District and transfers to four-year colleges and universities.

Establishes and maintains relationships with school district officials, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities.

Maintains program compliance with state, county, and federal regulations and laws; provides accurate reporting of program data to state and county regulatory agencies.

Advises, provides expert guidance, and prepares and delivers presentations on issues pertaining to specific categorical programs.

Attends and participates in professional group meetings; stays abreast of new trends and innovations related to the area of assignment.

Directs and facilitates the preparation and maintenance of a variety of records and program files.

Monitors changes in laws, regulations, and technology that may affect District or program operations; implements procedural changes as required.

Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects.

Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

Ability to:

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

Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.

Deliver formal and influential presentations.

Be a fair and effective mediator of conflicts.

