

TITLE	CLASSIFICATION	SALARY RANGE
Director, Extended Opportunity Programs & Services/CARE	Management Team Educational Administrator	24

SCOPE OF POSITION:

Under the direction of the Senior Dean, Student Services and Programs, plan, organize, and direct the operations of the Extended Opportunity Program and Services (EOPS), the Cooperative Agency Resources for Education (CARE) and the Cooperating Agencies Foster Youth Educational Support (CAFYES) categorical programs, including fiscal administration, resource development, new program implementation, development, coordination and reporting activities; train, supervise and evaluate the performance of assigned faculty and staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develop and prepare the budgets for EOPS/CARE/CAFYES programs; administer program budgets according to established guidelines; analyze and review budgetary and financial data; and authorize expenditures in accordance with established limitations; link program planning and budgeting through the implementation of Program Review for EOPS, CARE and CAFYES.
2. Coordinate and implement EOPS intake process; oversee and process student applications and the maintenance of student records; verify the eligibility of EOPS/CARE/CAFYES students in accordance with Title V regulations.
3. Oversee technology applications for EOPS, CARE and CAFYES and provide liaison to the Information Technology department for programming-related matters.
4. Direct the EOPS, CARE, AND CAFYES outreach and recruitment program, orientation program and Summer Readiness program for Petaluma and Santa Rosa campuses.
5. Participate in grant development efforts to fund or supplement EOPS, CARE and CAFYES student needs or District-wide initiatives.
6. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
7. Provide technical expertise, information and assistance to the Senior Dean regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
8. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
9. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities.
10. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; collaborate with various departments and outside agencies to advocate for student equity and promote institutional efforts to improve academic success and program completion of underrepresented students.
11. Serve as chief administrator of the EOPS scholarship program.

KNOWLEDGE OF:

1. Planning, organization and direction of programs designed to assist disadvantaged students.
2. EOPS Title V laws, CAFYES SB1023 rules and regulations and implementation guidelines.

KNOWLEDGE OF – Continued

3. Local public and private community agencies serving low income, ethnically diverse, foster youth English Language Learner (ELL), Second Chance, and other high risk populations.
4. State and federal financial aid regulations affecting EOPS/CARE/CAFYES students.
5. College policies and procedures.
6. Budget preparation and control.
7. Oral and written communication skills.
8. Principles and practices of administration, supervision and training.
9. Applicable laws, codes, regulations, policies and procedures.
10. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Work effectively with multiple funding source budgets.
2. Effectively train, supervise and evaluate the performance of assigned staff.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Master's degree in and ability to meet minimum qualifications for current SRJC faculty discipline and under Title V for EOPS Director.

EXPERIENCE:

One years of formal training, internship or leadership experience reasonably related to this assignment.

Increasingly responsible experience in education, public administration, social work, student services or related programs preferred.