

**TITLE: Director, Student Support Programs**

**CLASSIFICATION: Management Team – Educational Administrator**

**SALARY RANGE: 23**

**SCOPE OF POSITION:**

The Director of Student Support Programs is responsible for the planning, development, administration, and leadership of the Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), NextUp, California Work Opportunity and Responsibility to Kids (CalWORKs), Bear Cub Scholars Foster Youth Programs, and Youth Empowerment Strategies for Success - Independent Living Program (YESS-ILP). This position is responsible for maximizing student success through intentionally designed student interventions and support.

**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. Ensure the delivery and coordination of assigned programs and services at the Santa Rosa, Petaluma, and South West Center campuses. Direct student outreach for assigned programs, orientation, and the Summer Readiness programs.
2. Coordinate and implement program intake processes. Oversee the student application process and maintenance of student records; student eligibility process for all assigned programs per Title V of the California Education Code; and other relevant state and county regulations.
3. Provide leadership which ensures that staff and faculty are aware of and adhere to policies and regulations governing the programs, California Education Code, Title V, and other state categorical funded programs.
4. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide administrative oversight of faculty in the EOPS and CalWORKs programs. Collaborate with various departments and external agencies to advocate for student equity and promote institutional efforts to improve academic success and program completion of underrepresented students.
5. Develop and prepare budgets for all assigned categorical programs; administer program budgets according to established guidelines; analyze and review budgetary and financial data; authorize expenditures according to established state and county regulations; link program planning and budgeting through the implementation of Program Review.
6. Oversee technology and systems for assigned programs. Evaluate and monitor MIS, Scheduling and Reporting System (SARS), and other data for accuracy. Maintain all assigned categorical programs related records and data required by the Chancellor's Office and other official regulatory agencies.
7. Develop and maintain collaborative relationships between assigned programs and all other components of the District.
8. Participate in grant development efforts to fund or supplement assigned programs, student needs, or District-wide initiatives.
9. Assist in formulating and developing policies and procedures for assigned programs.
10. Plan, organize, and implement long and short-term programs and activities designed to develop assigned programs and services.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

11. Direct the preparation and maintenance of narrative and statistical reports, records, and files related to personnel and assigned activities.
12. Communicate with faculty, staff, students, and external organizations to coordinate activities and programs, resolve issues, and exchange information.
13. Serve as the administrator of scholarships for the assigned categorical programs.

**KNOWLEDGE OF:**

1. Planning, organization and direction of programs designed to assist disadvantaged students.
2. State and county regulations, Title V laws, and implementation guidelines for all assigned programs.
3. Awareness of challenges encountered by economically disadvantaged students.
4. Strategic initiatives to close student equity gaps.
5. Local public and private community agencies serving low income, ethnically diverse, foster youth, English Language Learner (ELL), and other disadvantaged populations.
6. State and federal financial aid regulations related to EOPS/CARE/NextUp/CalWORKs students.
7. Standard policies and procedures for student services programs in educational institutions.
8. Budget preparation and control.
9. Oral and written communication skills.
10. Principles and practices of administration, supervision and training.
11. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

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

**MINIMUM 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 Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Master's degree in management, leadership, or related field and ability to meet minimum qualifications for current SRJC faculty discipline.

*Experience:*

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

AND

Per California Code of Regulations, Title 5, Section 56262, this position must also possess the following minimum requirements:

Two years of experience within the last four years in one of the following areas: (1) In the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages; or (2) Experience as a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele; and (c) Completion of a minimum of six units of college-level coursework predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages; or the equivalent.