



Position Description

Position: Director, EOP&S, CARE, and CalWORKS	Position Number: M-_____
Department/Site:	FLSA: Exempt
Evaluated by: Dean of Counseling	Salary Range: _____

General Description

Under the direction and supervision of the Dean of Counseling Programs and Services, the Director of EOP&S, CARE, and CalWORKs is responsible for the development, coordination, and supervision of the extended opportunities programs and services, the CARE program, and CalWORKs. This is a twelve-month educational administrator position with classroom retreat rights. The final candidate must qualify for a Citrus College Faculty Service Area.

Essential Duties and Responsibilities

- Organize and supervise the services provided to EOP&S-eligible, CARE-eligible, and CalWORKs-eligible students.
- Supervise, evaluate, and arrange employee work schedules to provide sufficient coverage for fall, spring, and summer registration and to staff all three programs.
- Prepare and monitor budgets for EOP&S/CARE and CalWORKs.
- Provide documentation and work cooperatively with the employees responsible for state and federal reporting.
- Cooperate with the staff relevant to federal and state compliance.
- Conduct at least two department meetings per semester and provide minutes of the meetings to the Dean of Counseling Programs and Services.
- Maintain a work schedule of 40 hours per week to insure availability to faculty and district.
- Resolve conflict.
- Perform other duties as assigned by the Dean of Counseling Programs and Services.

Minimum Qualifications

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students **AND**
- Possession of a Master's degree **AND**
- Have, within the last four years, two years of experience:
 - 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**,
 - As a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele **AND**



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- Have completed a minimum of six units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages **AND**
- One year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.
- Earned degree received from an accredited institution or an equivalent foreign institution by the screening date.
- Foreign transcripts transcribed in English and evaluated for U.S. equivalency by a bonafide U.S. evaluation service.
- Evidence of qualification for a current Citrus College Faculty Service Area.
- Evidence of the ability to work effectively with staff and students from diverse backgrounds.
- Evidence of the ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of interest in working in the community college setting.
- Evidence of ability to work effectively as a member of the student services team.

Preferred Qualifications

- Experience in a leadership role in a student services environment at the postsecondary level.