



POSITION DESCRIPTION

Director of EOPS/CARE and CalWORKs

Position Director of EOPS/CARE and CalWORKs
Department/Site Student Services
FLSA Exempt
Evaluated by Dean of Counseling Programs and Services
Salary Range M-33

General Description

Under the direction and supervision of the Dean of Counseling Programs and Services, the Director of EOPS, CARE, and CalWORKs is responsible for the development, coordination, and supervision of the Extended Opportunities Programs and Services (EOPS), the Cooperative Agencies Resources for Education (CARE) program, and California Work Opportunity and Responsibility to Kids (CalWORKs).

This is a 12-month academic management position.

Essential Duties and Responsibilities

- Organizes and supervises the services provided to EOPS-eligible, CARE-eligible, and CalWORKs-eligible students.
- Supervises, evaluates, and arranges employee work schedules to provide sufficient coverage for fall, winter, spring, and summer registration and to staff all three programs.
- Prepares and monitors budgets for EOPS/CARE and CalWORKs.
- Provides documentation and works cooperatively with the employees responsible for state and federal reporting.
- Cooperates with the staff relevant to federal and state compliance.
- Conducts monthly department meetings and upon request; provides minutes of the meetings to the Dean of Counseling Programs and Services.
- Leads at minimum two EOPS/CARE Advisory Committee meetings per year.
- Communicates District policy and administrative decisions to division personnel and students.
- Administers the collective bargaining agreements among the District and the faculty and classified unions.
- Creates an atmosphere of collegiality and support the goals of participatory governance.
- Serves in the selection and evaluation of division personnel.
- Resolves conflict.
- Insures compliance with local, state and federal regulations.
- Supervises and evaluates personnel in assigned areas.
- Attends Chancellor's Office mandatory trainings and regional meetings for EOPS/CARE and CalWORKs.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Minimum Qualifications

- Possession of a Master's degree.
- One year of leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.



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- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.