

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Director, Extended Opportunity Programs and Services

Department: Extended Opportunity Programs and Services

FLSA Status: Exempt

Staff Category: Administrative Association (Educational Administrator)

Salary Range: 66

Supervision Received From: Dean, Counseling Services

Original Date: July 2012

Supervision Given: Faculty, Supervisory and Classified Staff in EOP&S/CARE and CalWORKS

Last Revision: July 2012

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.

Responsible for planning, organizing, implementing and evaluating Extended Opportunity Programs and Services (EOP&S), Cooperative Agencies Resources for Education (CARE), and California Work Opportunity and Resources for Kids (CalWORKs) programs and ensuring compliance with federal and state program requirements.

DISTINGUISHING CHARACTERISTICS.

The Director, EOP&S is distinguished from the Supervisor, EOP&S by its responsibility and accountability for supervising faculty, planning and implementing programs, and ensuring that programs are in compliance with federal, state, and other related requirements.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and, performing related supervisory activities.
2. Plans, organizes, implements, and administers the EOP&S department through subordinate staff.
3. Coordinates and integrates functional responsibilities with other District departments to achieve efficient, effective, and customer-responsive performance.
4. Provides second- or third-level investigation and response to grievances.
5. Develops, plans, and prepares program plans for EOP&S, CARE, CalWorks, and non-credit matriculation; monitors and evaluates program goals, objectives, student outcomes, and program accomplishments.

6. Collaborates with internal departments and offices regarding the interpretation and implications of federal, state, and local regulations, policies, and procedures; formulates strategies to assure compliance with applicable regulations, policies, and procedures.
7. Prepares, submits, and monitors the annual budgets for assigned programs; researches and approves expenditures for services, supplies, and equipment in accordance with established policies, procedures, and protocols; solicits and evaluates funding options and requirements; prepares related budgetary and financial reports.
8. Develops, directs, and implements program services for economically and educationally disadvantaged students; evaluates options and anticipates results; requests and monitors information associated with program counseling services, budgets, outreach efforts, eligibility, student participation, and related data.
9. Directs and participates in the compilation, development, review, and dissemination of a variety of complex narrative and statistical reports regarding program operations and activities.
10. Develops and implements policies and procedures concerning the operation of assigned programs; implements program initiatives as directed by changing federal regulations, new legislation governing California Code of Regulations, Title 5 and the local strategic planning council; reviews, revises, and disseminates procedures to interested parties.
11. Directs, organizes, implements, and oversees long- and short-range programs and activities designed to develop specific programs and support the District's institutional strategic plan.
12. Directs the production and distribution of information to publicize available resources and services; develops and monitors comprehensive outreach programs in feeder high schools and local communities; provides assistance with the implementation of early acceptance program plans.
13. Establishes and maintains contact with community service organizations, schools and public agencies serving economically disadvantaged individuals.
14. Directs and oversees recruitment and outreach efforts in feeder high schools and local communities; provides assistance with the implementation of early acceptance program plans.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, meetings, and/or other related groups in order to receive and/or convey information; represent the District to regional and state agencies.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Managerial principles and practices.
2. Title 5 of the California Code of Regulations, EOP&S, CARE, CalWORKS, and guidelines, regulations, procedures, services, and activities.
3. Technical aspects of areas of responsibility.
4. Retention and matriculation programs and services for economically and educationally disadvantaged students.

5. Database and word processing programs; assessment and student/program tracking systems.
6. Budgeting principles and practices.
7. Conflict resolution techniques.
8. Database management principles.
9. Community outreach principles, practices, and methodologies.
10. Public relations principles, including the use of tact, patience and courtesy.
11. Community college organization, operations, policies and objectives.
12. Applicable Federal, State and local codes, laws and regulations.

Skill in:

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing and maintaining department budgets.
6. Interpreting complex data and information
7. Communicating clearly and concisely, both orally and in writing.
8. Mediating difficult and/or hostile situations.
9. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
10. Compiling and organizing data from a variety of sources.
11. Maintaining accurate and complete records.
12. Maintaining confidentiality and exercising discretion.
13. Planning, coordinating, organizing and directing the District's EOP&S, CARE, and CalWORKs functions.
14. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
15. Developing effective partnerships and collaborative efforts between groups, agencies, and departments.
16. Directing, managing and administering new initiatives.
17. Relating effectively to economically and educationally disadvantaged students.
18. Working independently with little direction.
19. Preparing reports by compiling and organizing data from a variety of sources.

Experience and Training Guidelines

The combination of experience and training required for this classification as mandated by Title 5 of the California Code of Regulations, §56262. Director Qualifications, are as follows:

Experience: One year of full-time equivalent formal training, internship, or leadership experience in educational administration (e.g., department chair, program director), **and** either a) two years of full-time equivalent experience in the management or administration of educational programs, community organizations, government programs, or private industry in working with ethnic minorities or persons handicapped by language, social or economic disadvantages within the past four years, **or** b) two years of full-time equivalent experience serving as a community college EOP&S counselor or EOP&S instructor within the past four years, or have comparable experience in working with disadvantaged clientele within the past four years.

Education/Training: Master's degree in counseling, education or closely-related field, **and** a minimum of six semester units of college-level coursework predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

WORKING CONDITIONS.

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties.