

**Director of EOPS****A. General Statement**

The position serves as the academic manager responsible for planning, developing, organizing, directing, and evaluating the EOPS (Extended Opportunity Programs and Services) Program, including the CARE (Cooperative Agencies Resources for Education) Program and other closely related programs and services. Public contact is extensive and can include students, faculty, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity is required to adequately represent the college and program, to serve as a technical resource person for the program, and to design original program components and services. Consequences of errors in judgment can be costly in public relations and in employee time; however, management controls limit the risk of more serious consequences. This is an academic manager classification.

**B. Duties & Responsibilities**

A Director of EOPS:

1. Manages, evaluates, and trains full-time, part-time, and hourly faculty and staff for EOPS/CARE, and recommends personnel actions to the Dean.
2. Plans and monitors program budgets; implements, tracks, and prepares reports on categorically-funded and College budgets.
3. Understands and complies with California Education Code, Title V, and District regulations.
4. Leads and participates in the research, preparation, application for and follow-up on procedures required for EOPS and other external sources of funding.
5. Participates in College retention and equity planning and activities.
6. Organizes and supervises the daily operation of the EOPS/CARE office.
7. Serves as liaison and participates in the development of outreach activities with the campus and the community.
8. Develops and coordinates the preparation of a variety of print materials and electronic information.
9. Participates in College planning as a member of the Management Council.

**C. Nonessential Functions**

1. Participates as a regular member of management council.
2. Performs other duties as assigned.

**D. Desirable Skills & Abilities**

1. Experience in or preparation to advise or teach, preferably in a community college setting.
2. Working knowledge of categorically funded programs, regulations, and related policies and procedures.
3. Familiarity with local public and private community organizations/schools that serve low income and diverse populations.
4. Experience with program coordination.
5. Experience with or knowledge of evaluation and assessment processes, policies, and procedures.
6. Ability to analyze data and prepare evaluative reports.
7. Experience responding to federal, state, or granting agency rules, regulations, and compliance requirements.
8. Ability to create and foster a cooperative team approach.
9. Experience in the use of a variety of computer software programs to prepare reports and other materials.

10. Ability to collaboratively develop innovative programs and services.
11. Skills in using a computer database to access student records and other information.
12. Skills in effective verbal and written communication.
13. Skill in and dedication to quality customer service.
14. Ability to handle complex details and deadlines.

**E. Requirements**

Master's Degree and two years of full-time experience reasonably related to the administrative assignment which may or may not be concurrent with the required full-time service, or, possession of a California Community College Supervisor Credential.

Demonstrated ability to communicate effectively with persons of diverse cultures and language groups and people who have disabilities; sensitivity to gender issues; demonstrated sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, in both day and evening settings, including those with disabilities.