

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, EOPS, CARE, and CalWORKs	Range: 24	Management Schedule
Date Revised:		Date Approved:	May 13, 2014

### PRIMARY PURPOSE

Under the direction of a college vice president or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the development and provision of appropriate educational and support services to students participating in the EOPS (Extended Opportunity Program and Services (EOPS), Cooperative Agencies Resources for Education (CARE) and CalWORKs (California Work Opportunity and Responsibility to Kids) programs.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provides leadership in the administration, organization and development of the college EOPS, CARE, and CalWORKs programs; develops program objectives, policies and procedures; assures consistency of objectives, policies and procedures with those of the college and the District; assures compliance with applicable federal, state and local laws and regulations; assures compliance with applicable contract provisions and funding requirements.
2.	Implements and supervises the services provided to EOPS-eligible, CARE-eligible, and CalWORKs-eligible students. Provides leadership and direction for intake processing of students which include program orientation, completion of required county and college documents, student educational plans, and the assessment student need while supervising the delivery of ancillary support services such as child care, books, supplies and transportation as defined under Title 5 governing procedures for EOPS, CARE, and CalWORKs.
3.	Serves as the college EOPS, CARE, and CalWORKs liaison with the California Community Colleges Chancellor's Office, Region 8, and county social workers; refers participating students to services on and off campus as appropriate; collaborates with other Student Services areas (e.g. Financial Aid Office, DSPS, Assessment, Career Center, Transfer Center) to facilitate student success and transfer; collaborates with the college Financial Aid Office to assign CalWORKs work study to eligible students and place students in jobs on campus.
4.	Develops and prepares the annual preliminary budgets for assigned program plans for EOPS and CalWORKs electronically using the Student Services Automated Reporting for Community Colleges tool (SSARCC); monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
5.	Maintains communication with District and college staff and various agencies to coordinate program services, exchange information, and refer participating students as appropriate; oversee MIS reporting and communication with District personnel concerning assigned programs; maintains current knowledge of legislation, laws, regulations and technology related to EOPS, CARE, and CalWORKs.
6.	Organizes the EOPS, CARE, and CalWORKs advisory committees to establish an effective support system with local business, industry, elementary school, secondary school and four-year university and parent representatives; serve as a liaison with local officials from elementary and secondary school districts to establish an effective network system to accurately identify targeted students and coordinate appropriate delivery systems for identified needs.

<p><b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b></p>
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7.	Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
8.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes of classified staff, counseling faculty, and student hourly.
9.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
10.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates program operations and activities with other campus programs and services, as appropriate.
11.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
13.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The Director, EOPS, CARE & CalWORKs maintains frequent contact with students, with representatives and service providers from the community and governmental agencies, and with various college and District personnel.

**EDUCATION AND EXPERIENCE**

**Required Qualifications**

Master's degree from a regionally accredited institution; **AND**

One year of formal training, internship, or leadership experience reasonable related to the assignment;

**AND**

Two years of experience, within the last four years, in the management or administration of educational private industry programs dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages, **OR** two years of experience, within the last four years, as a community college EOPS counselor or EOPS instructor, or comparable experience in working with disadvantaged clientele; **AND**

Completion of at least six semester units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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## **Desirable Qualifications**

Master's degree in education, counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development.

Experience in the coordination and supervision of EOPS, CARE, or CalWORKs including program outreach, counseling, peer advising, financial aid, and tutoring.

Working knowledge of Title 5 regulations relating to EOPS, CARE and CalWORKs.

Experience in managing categorical budgets and grants.

Bilingual in English and Spanish.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of federal and state laws and regulations applicable to EOPS, CARE and CalWORKs programs

Knowledge of applicable state education code and Title 5 provisions

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

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## **SPECIAL REQUIREMENTS**

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## **WORKING CONDITIONS**

Office environment; subject to interruptions and frequent interaction with others; sitting for long periods at a time (up to two-three hours); may require off-site duties and activities.

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