

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Director of EOPS, CARE & CalWORKS, CHC

DEFINITION

Under the general direction of the Vice President of Student Services, the Director of EOPS, CARE & CalWORKS, CHC plans, directs, supervises and manages the college Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), Workforce Readiness Training/CalWORKS and special outreach and support activities directed at underrepresented populations.

EXAMPLES OF DUTIES

1. Plans, directs, supervises, evaluates and manages the college EOPS, CARE, CalWORKS and other special outreach and support activities directed at disadvantaged and/or underrepresented populations.
2. Prepares and implements required annual EOPS, CARE, CalWORKS and/or special outreach and support plans within state and local guidelines.
3. Develops, coordinates and administers the EOPS, CARE and CalWORKS budgets; monitors and controls expenditures.
4. Assures accurate documentation of EOPS, CARE and CalWORKS fiscal records, student records and evaluation data. Prepares and submits required state and institutional fiscal and accounting reports.
5. Develops and solicits grants and other external funding sources for EOPS, CARE, CalWORKS and other special outreach and support programs.
6. Maintains and develops, with the EOPS, CARE and CalWORKS counseling faculty, strategies to deliver effective assessment, orientation, counseling, guidance services and educational programs to EOPS, CARE and CalWORKS students.
7. Coordinates services with college departments and programs such as ESL, Tutorial Services, DSP&S, and Financial Aid, and with public and private agencies serving low-income groups.
8. Provides personal, social and academic counseling services to EOPS, CARE and CalWORKS students as needed in support of the EOPS, CARE and CalWORKS counseling faculty.
9. Participates in the development of newsletters, brochures, forms, manuals and other appropriate information about EOPS, CARE and CalWORKS programs. Participates in EOPS, CARE and CalWORKS college/district strategic planning, program reviews and self-study processes.
10. Provide guidance for internal and external program audits and reviews.

11. Ensures compliance with EOPS Title V State Regulations and college/district policies as related to EOPS, CARE and CalWORKS.
12. Manages and provides leadership for EOPS, CARE and CalWORKS outreach activities, including the development of liaisons with high schools, community service agencies and alternative educational settings in order to increase the enrollment of nontraditional and low income students.
13. Participates in a variety of meetings in support of EOPS, CARE and CalWORKS programs and activities; organizes the EOPS, CARE and CalWORKS Advisory Committee and represents the college at local, regional and state-wide activities, meetings and conferences.
14. Supervises, directs, trains and evaluates assigned faculty and staff.
15. Serves on campus-wide committees as assigned.
16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

1. Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent, including or supplemented by a minimum of six units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.
2. Two years of experience within the last four years or the equivalent 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.

KNOWLEDGE AND ABILITIES

Knowledge

Knowledge of California Community College philosophy and mission; Title 5 regulations and Education Codes applicable to EOPS, CARE and CalWORKS programs; curriculum development, instructional theory and program evaluation; counseling and guidance principles and techniques; academic requirements for community college and transfer institutions; student recruitment, retention, and orientation programs that serve traditionally underrepresented students

and educationally under-prepared students with language, social or economic disadvantages; organization and supervision principles; budgetary management.

Abilities

Ability to communicate effectively both orally and in writing; work collaboratively with students, faculty and staff from diverse academic, cultural, ethnic and socioeconomic backgrounds; prepare narrative, numerical and statistical reports; maintain confidentiality; interpret federal and state regulations and policies relating to assigned programs .

Board Approved 6/20/2019

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