

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Director, EOPS/CARE	Management Team Educational Administrator	Range: 13.5	Days: 224

JOB DESCRIPTION:

Under direction, this educational administrator is responsible for the overall administration, supervision and coordination of the EOPS/CARE counseling faculty and classified staff; preparation and administration of the district and state EOPS/CARE Program budgets; and effectively communicating the Program's objectives and services to the college community.

SCOPE:

The Director, EOPS/CARE provides EOPS services for all EOPS students in the Sonoma County Junior College District.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Manages day-to-day operations of EOPS/CARE program including the direct supervision of counseling faculty and classified staff.
2. Provides for the training and evaluation of full and part-time EOPS/CARE counseling faculty and staff and adjunct faculty teaching EOPS classes.
3. Administers the EOPS and CARE program budgets including writing the annual EOPS/CARE Program Plan and compiling the Final Claims at the end of each fiscal year.
4. Directs the EOPS recruitment program and the EOPS summer orientation program.
5. Maintains and develops, with the EOPS/CARE Counseling faculty, strategies to deliver effective assessment, orientation, counseling, guidance services and educational programs to EOPS/CARE students.
6. Sustains contact with departments and programs such as ESL, College Skills, CalWORKs, the Tutorial Center, Disability Resources, Puente, MESA and Financial Aid; and with public and private agencies serving low-income groups.
7. Provides back-up services in personal, social, and academic counseling to EOPS/CARE students in support of the EOPS/CARE counseling faculty.
8. Attends conferences pertinent to EOPS/CARE projects and concerns.
9. Initiates and coordinates cultural awareness and enrichment activities and staff in-service programs designed to provide college wide support for EOPS/CARE students.
10. Oversees the determination of students' eligibility for EOPS/CARE services.

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11. Oversees and insures the accuracy of MIS and other state reports including all year end summaries of EOPS/CARE program accomplishments.
12. Performs other duties as assigned by the Vice President of Student Services.

KNOWLEDGE OF:

1. Current Education Code, Title 5, and State and Federal financial aid regulations that directly affect EOPS/CARE students.
2. Student recruitment, retention, and orientation programs that serve traditionally underrepresented students and educationally underprepared students with language, social or economic disadvantages.
3. Community College curriculum planning and design including instruction in the basic college skills necessary for student success in transfer and occupational programs.
4. Learning theory and student characteristics including issues of cognitive and cultural diversity.
5. Local public and private community agencies that serve low income and ethnically diverse populations.
6. Planning, budgeting and staffing.
7. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.

ABILITY TO:

1. Train, supervise, and evaluate staff and counseling faculty in the area(s) of assignment.
2. Work in cooperation with various campus departments and programs in instruction, student services, and business services.
3. Organize programs that promote academic success for students from all of the cultures served by EOPS.
4. Provide cross-cultural counseling to students from the diverse ethnic, language, and socio-economic groups in the EOPS/CARE student population.
5. Advocate successfully for the needs of EOPS/CARE students throughout the college community.
6. Communicate clearly, both orally and in writing.
7. Work effectively with multiple funding source budgets.
8. Demonstrate sensitivity to, and respect for, a diverse population.

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QUALIFICATIONS:

Education:

Master's degree required or the equivalent, and the ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

1. Must have within the last four years, two years of experience or the equivalent.
 - a. 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,
 - b. As a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.
2. Must have completed a minimum of six units of college level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

SUPERVISION RECEIVED:

The Director, EOPS reports to the Vice President of Student Services.

SUPERVISION EXERCISED:

Provides direct management of all EOPS activities including supervision of EOPS/CARE counseling faculty, PS/CARE classified staff, and adjunct faculty teaching EOPS classes.

Board Approved: July 16, 2008