

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**

CLASS TITLE: **DIRECTOR -- EOPS/CARE**

SALARY TABLE: **30**

SALARY RANGE: **154**

BASIC FUNCTION:

Under the direction of a Dean, plan, organize, control and direct Extended Opportunity Programs & Services (EOPS), Cooperative Agencies Resources for Education (CARE), summer bridge programs, operations and activities to facilitate and enhance educational recruitment, retention and success among identified at-risk students; coordinate and direct communications, programs, services, outreach functions, support activities and information to provide educational opportunities to low-income and educationally disadvantaged students; supervise and evaluate the performance of assigned certificated and classified personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct EOPS, CARE, summer bridge operations and activities to facilitate and enhance educational recruitment, retention and success among identified at-risk students; establish and maintain related time lines and priorities; assure that related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, programs, services, outreach functions, support activities and information to provide educational opportunities to low-income and educationally disadvantaged students; oversee the development and implementation of programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.

Supervise and evaluate the performance of assigned certificated and classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Plan, organize, control and direct the development and implementation of outreach and marketing strategies and activities to facilitate and enhance student, campus and community knowledge of and participation in EOPS, CARE, summer bridge programs and services; oversee and participate in the preparation and distribution of related promotional and informational materials.

Develop, implement and maintain a variety of support services for students interested and participating in EOPS, CARE, and summer bridge programs including recruitment, orientation, admissions, assessment, counseling and advising, basic skills, tutoring, transfer, career guidance and financial aid services; monitor, evaluate and adjust services in response to student needs.

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Direct and participate in providing consultation and technical assistance to students concerning EOPS, CARE, and summer bridge programs, services and related College opportunities; respond to inquiries and provide technical information concerning admissions, enrollment, financial aid, support services and related College standards, time lines, requirements, processes, policies and procedures.

Coordinate communications, programs, services, activities and information between students, staff, faculty, administrators, service providers, outside organizations, the public and various local, State and federal agencies; establish and maintain partnerships in the development of resources for at-risk students.

Monitor and analyze assigned programs and services for educational effectiveness and operational efficiency; oversee the development and implementation of standards, programs, policies and procedures to enhance educational effectiveness, operational efficiency and capacity of EOPS, CARE, and summer bridge services to meet the needs of at-risk students.

Develop, prepare and manage the annual preliminary complex program budgets to include internal and external service providers and grants to students; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain grants and other funding sources as required; prepare related proposals and documents.

Conduct surveys and compile and analyze data concerning student needs; direct and participate in the preparation and maintenance of a variety of records, reports and files related to programs, services, personnel, students, budgets, financial activity and assigned duties; assure mandated reports are submitted to appropriate local, State or federal agency according to established time lines.

Provide technical information and assistance to the Dean regarding EOPS, CARE, and summer bridge services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Prepare annual State-mandated reports for the Chancellor's Office and other program reports and public presentations as needed for the College and the Foundation.

Provide program support to various aspects of assigned programs including LRC, tutorial, gateway, CAP, honor's program, MESA, ESP, student activities, admissions, international students, health and wellness, outreach services and aspects of programs serving diverse at-risk populations as needed.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend, conduct, chair and participate in various meetings and committees as assigned; prepare and deliver oral presentations concerning EOPS, CARE, and summer bridge programs and services; coordinate and conduct student orientations as needed; represent the College on assigned task force.

Assist with the development of curriculum related to EOPS and CARE-related courses as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of EOPS, CARE, summer bridge programs operations, activities, programs and services.

Principles, practices, procedures and techniques involved in facilitating and enhancing educational recruitment, retention and success among at-risk students.

College recruitment, orientation, admissions, assessment, counseling and advising, basic skills, tutoring, transfer, career guidance and financial aid functions and services.

Local, State and federal standards and requirements governing EOPS, CARE, summer bridge programs and services.

Principles and practices of administration of complex budgets.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students.

Applicable laws, codes, regulations, policies and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of administration, supervision and training.

Operation of a computer and assigned software.

Budget preparation and control.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct EOPS, CARE, summer bridge programs operations and activities to facilitate and enhance educational recruitment, retention and success among at-risk students.

Coordinate and direct EOPS, CARE, summer bridge program communications, programs, services, outreach functions, support activities and information.

Supervise and evaluate the performance of assigned classified and certificated personnel.

Oversee the development and implementation of EOPS, CARE, summer bridge programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.

Develop, implement and maintain a variety of EOPS, CARE, summer bridge programs support services including recruitment, orientation, admissions, assessment, counseling and advising, basic skills, tutoring, transfer, career guidance and financial aid services.

Direct the development and implementation of outreach and marketing strategies and activities.

Provide consultation concerning EOPS, CARE, summer bridge programs, services and related College opportunities.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

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Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and three years increasingly responsible educational experience working with EOPS, CARE, or related programs, to include supervision of staff, programs and budget.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Frequent interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Regular operation of a computer keyboard and other standard office equipment.
Reading a variety of materials.
Ability to remain in a stationary position (sitting or standing) for extended periods of time.
Communicating and expressing oneself clearly on a variety of topics in conversation with, and in presentations to, staff, students, Board and community members.
Hearing and speaking to exchange information.
Bending at the waist, kneeling, or crouching.
Mobility to reach various campus locations.
Reaching overhead, above the shoulders, and horizontally.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.