

**PERALTA COMMUNITY COLLEGE DISTRICT - March, 2009**

**ACADEMIC MANAGEMENT JOB DESCRIPTION**

**EOPS DIRECTOR  
(Management Salary Range 1)  
Job Code: 694**

**CLASS PURPOSE**

Under direction of the Vice President of Student Services plans, organizes, coordinates, and directs all programs and services provided through the Extended Opportunity Programs and Services (E.O.P.S.) Program.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plan, organize, and direct a comprehensive overview of the Extended Opportunity Programs and Services (E.O.P.S.) Program and Cooperative Agencies Resources for Education (C.A.R.E.) Program.
- Create an Extended Opportunity Program and Services philosophy that corresponds to the goals and needs of the College.
- Direct all aspects related to the planning, staffing, delivery, and evaluation of E.O.P.S. and C.A.R.E. Programs; ensure compliance with Title V regulations, college and district policies and procedures.
- Write annual E.O.P.S. and C.A.R.E. proposals and writes other reports as needed.
- Manage and provide leadership in the development and implementation of goals, objectives, and priorities for assigned activities, programs, and operations in accordance with Student Learning Outcomes, college and district strategic directions; participate in long-range planning activities and integrated budget planning.
- Assume responsibility for handling student personal, program- and staff-related complaints.
- Serve on college committees to represent, promote and enhance awareness, understanding, sensitivity and support toward EOPS/CARE students.
- Set up the budgets so that subsidiary programs can be readily implemented; monitor/maintain the budgets and oversees expenditures and requisitions.
- Implement the programs as outlined by the proposals through the hiring and supervision of appropriate staff.
- Recommend hiring of E.O.P.S. staff. Train and make sure entire staff is oriented to E.O.P.S. functions and philosophies.

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- Supervise directly all E.O.P.S. and C.A.R.E. staff, including academic, classified, and student workers.
- Compile reports for the Chancellor's Office as well as for in-house information and evaluations.
- Conduct evaluations of program, staff and student workers.
- Establish and maintain liaison with college programs and community agencies.
- Serve as the college representative on community agencies and boards.
- Attend conferences relevant to the program and keep current with trends and developments in the field.
- Monitor student attendance, academic performance, and educational plans to determine eligibility for continued participation in the E.O.P.S./C.A.R.E. programs.
- Plan orientation sessions, book service programs and other related supportive services.
- Collect and coordinate E.O.P.S./C.A.R.E. program student data required by the Chancellor's Office.
- Represent programs at regional and state levels as appropriate.
- Serve as liaison between college departments and E.O.P.S./C.A.R.E.
- Supervises and evaluates EOPS/CARE counselors.
- Create and maintain referral contacts for Social Services needed by students for crisis intervention.
- Establish and coordinate all aspects of outreach classes in the community for E.O.P.S. Students in ESL (English as a Second Language) and Basic Skills.
- Establish an Early Alert Warning System to promote student success.
- Serve as College or management team representative on College or District committees.
- Work cooperatively as a member of the management team and the Student Services team.
- Chair the Financial Aid Appeals Committee.
- Participate in providing general College orientations.
- Is responsible for the development and supervision of the following programs and activities:
  - a) Recruitment
  - b) Financial Aid Services
  - c) Counseling
  - d) Peer Advisors Component
  - e) Tutorial Program
  - f) In-Service Program
  - g) Student participation orientations, meetings, and activities

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- h) Academic classes sponsored jointly by the program and the College
- i) Cooperative Agencies for Resources in Education (C.A.R.E.)
- j) Summer Readiness Program
- Perform other duties as assigned by the President.

**MINIMUM QUALIFICATIONS**

1. Possession of a Master's Degree from an accredited college or university.

**AND**

2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment as E.O.P.S. Director.

**AND**

3. 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 handicapped by language, social, or economic disadvantages, **OR**
  - b) As a community college EOPS counselor or EOPS Instructor, or have comparable experience working with disadvantaged clientele.

**AND**

4. Shall have completed a minimum of six semester units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.
5. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., MS Word, MS Excel, MS PowerPoint, MS Access software) including the Internet.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

Knowledge of:

- Operations, services, and activities of the Extended Opportunity Programs and Services and Cooperative Agencies Resources for Education (EOPS/CARE) Programs.
- Pertinent federal, state, and local laws, codes, and regulations including Title V Regulations for EOPS/CARE program;
- Methods and techniques of leadership and management; principles and practices of program development and administration, including knowledge of budgeting; modern office procedures, methods, and equipment including computers and applicable software;
- Methods and techniques of research, analysis, and decision making; English language usage, grammar, spelling, and punctuation; interpersonal skills, using tact, patience, and

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courtesy; oral and written communication skills.

Ability to:

- Manage and direct the activities of and provide effective leadership for the EOPS/CARE programs, services, and operations;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and programs requirements;
- Prepare and present comprehensive, effective oral and written reports;
- Interpret, apply, and explain applicable federal, state, and District laws, regulations, policies, and procedures related to assigned functions;
- Work successfully with District faculty, administrators, and staff as well as community representatives; communicate and respond effectively with students with diverse qualities;
- work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students;
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Learn and apply relevant software programs relating to the operation of the programs, including budgeting.

**ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

**PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

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