

**Director, Extended Opportunity Programs
and Services (EOP&S), CARE, CalWORKs**
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Director of the EOPS is responsible for the planning, development, administration and leadership for a group of student success programs including the Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), California Work Opportunity and Responsibility to Kids (Cal-WORKs) and related programs at Bakersfield College. Working under the supervision of the Vice President for Student Affairs, is responsible for maximizing student success through intentionally designed student interventions and advisement.

Examples of Duties

1. Responsible for the oversight, management, planning, implementation and budget management of the EOP&S, CARE, CalWORKs, and related programs at the College. Responsibilities include ensuring requisite services, student success interventions (tutoring, SI, etc), program intake and orientation, peer mentoring, program-specific instruction, counseling, eligibility, outreach, cultural awareness, retention, transfer assistance, and on-going program maintenance. Identify other program needs and develops services to meet those needs.
2. Recommend policy and procedures for all components related to the EOP&S, CARE, CalWORKs, and related programs including, but not limited to student success interventions (tutoring, SI, etc), program-specific instruction, counseling, eligibility, outreach, cultural awareness, retention, transfer, and on-going program maintenance.
3. Develop new services and programs for the department in compliance with state and local policies and guidelines to expand and increase services to students through program enhancements, or additional grant funding.
4. Monitor and insure compliance of the EOP&S, CARE, CalWORKs, and related programs with Title V of the California Education Code and other relevant state and county regulations.
5. Recommend and prepare funding proposals including the "EOPS Project Plan" for state and federal programs.

Examples of Duties (continued)

6. Responsible for compliance with regulations, and submittal of all annual plans and year-end reports related to EOP&S, CARE, CalWORKs, and related programs.
7. Responsible for developing and maintaining a collaborative relationship between the EOP&S, CARE, CalWORKs, and related programs and the instructional, administrative and student services departments at the College.
8. Develop and recommend the annual budget for EOP&S, CARE, CalWORKs, and related programs, and oversee daily program and Office operation for compliance and practical applications.
9. Recommend methods and procedures to identify and respond to special needs of those students meeting the eligibility criteria for EOP&S, CARE, CalWORKs, and related programs. Additionally, develop services which address these needs and procedures to monitor the progress of the aforementioned students.
10. Evaluate and monitor MIS, Scheduling and Reporting System (SARS) and other data for accuracy. Initiate, compile, and maintain all EOPS, CARE and CalWORKs related records and data required by the Chancellor's Office and other official regulatory agencies
11. Supervise EOP&S, CARE, and CalWORKs office staff to include faculty, classified staff, hourly staff, and student workers.
12. Participate in workshops, meetings, and conferences, at the district, local, regional and state levels as appropriate to the assigned areas of responsibility. Represent the EOP&S, CalWORKs, and CARE programs at student services council and region V directors' meetings.
13. Assist counseling staff as needed.
14. Perform other related duties as assigned.

Minimum Qualifications

- Master's Degree from an accredited college/university, preferable in Counseling, Guidance, Student Affairs or Educational Psychology.
- Four years of full-time experience or the equivalent in the management of administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominately 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

Director, Extended Opportunity Programs and Services (EOP&S), CARE, CalWORKs/Educational Administrator / Grade I

Minimum Qualifications (continued)

- Completion a minimum of six units of college-level course work predominately relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

- Ability to manage a complex budget, supervise staff, and administer a department
- Ability to work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.
- Knowledge of EOPS/CARE and CalWORKs programs, regulations, and guidelines, including Title V regulations, California Education Code, state and county requirements as pertains to EOPS/CARE and CalWORKs.
- Knowledge of college, district, community, and social service referral sources.
- Ability to comprehend, interpret, and apply complex EOPS/CARE and CalWORKs laws, regulations, and procedural guidelines.
- Ability to develop an annual EOPS/CARE and CalWORKs calendar and ensure that all requirements and deadlines for services, reports, and applications are met.
- Ability to develop an annual department budget and oversee daily operations for compliance and practical applications.
- Ability to analyze situations and utilize independent judgment.
- Ability to interpret and prepare upon request relevant student data , perform student compliance audits, and perform basic accounting functions in order to prepare accurate EOPS/CARE and CalWORKs reports.
- Ability to communicate effectively both orally and in writing with students, faculty, staff, and community members.
- Ability to direct, train, and coordinate office staff and establish and maintain cooperative working relationships.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Working Conditions (continued)

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3
Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)