

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

Director, Extended Opportunity Programs & Services

ADMINISTRATOR

Basic Function:

Under the supervision of the Dean of Counseling & Matriculation the director will provide leadership to and support for the Extended Opportunity Programs & Services (EOPS) and Cooperative Agencies Resources for Education (CARE) programs. In addition to program development and course support, the director is responsible for the day-to-day supervision and evaluation of department personnel, programs, expenditures, and facilities.

Minimum Qualifications:

Possession of a master's degree from an accredited institution and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment or must possess a Community College Supervisor Credential Within the last four years, two years of experience or the equivalent (1) 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, (2) as a community college counselor or instructor, or have comparable experience in working with disadvantaged clientele.

Completion of a minimum of six units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

Authority cited: Sections 69648, 70901(b)(1)(B) and 87356, Education Code, Title 5 Regulations Section 56262.

Reference: Sections 70901(b)(1)(B), 87356 and 87357, Education Code.

Desirable Qualifications:

- Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development counseling
- Three years of full time, postsecondary counseling experience (preferably at a community college)
- Demonstrated commitment to high academic program standards and academic freedom
- Experience with and commitment to shared governance culture, consensus building, and a team approach to management
- Ability to effectively communicate both orally and in writing
- Evidence of effective planning in the management supervision and evaluation of the work of others
- Evidence of a commitment to counseling/learning and the vision of a learning-centered institution and community
- An understanding of how technology can support learning and a record of support for technological advancements
- Knowledge of varied assessment instruments
- Program development experience (preferably in a community college)
- Evidence of program standards
- Evidence of income and expenditure accountability

Representative Duties:

- Provide leadership for EOPS/CARE program development and work directly with the Dean of Student Development, faculty/counselors to plan for program additions, modifications, and deletions; set priorities for resource needs, provide program analysis and participate in strategic and long-range planning for the district
- Demonstrate a commitment to fulfill the comprehensive mission of the community college while adhering to Title V program guidelines
- Encourage excellence in the smooth delivery of support services for EOPS/CARE student participants
- Promote the assessment of student outcomes within the EOPS/CARE program to determine the effectiveness of student learning
- Stay abreast of trends and innovations specific to EOPS/CARE programs specifically and the alternate modes of assessment, hiring practices, academic freedom, and the role of technology
- Maintain current knowledge of program rules, regulations, requirements, and restrictions
- Promote the needs of the department to on-and off-campus organizations, on committees and at meetings
- Encourage excellence in counseling and orient new staff
- Create a positive working environment for all levels of the department and work cooperatively with other campus personnel to promote the program throughout the campus
- Prepare, submit, and manage annual EOPS/CARE program budget
- Maintain, expand, and monitor EOPS/CARE program financial needs, including new personnel, program funding, access technology and equipment, and communicate program priorities clearly to the departments involved, the dean, and when appropriate, the State Chancellor's Office
- In consultation with the dean and department faculty, design the counseling schedule each semester

- Evaluate full time and part-time counselors, staff, and faculty
- Coordinate the process of hiring, training, and evaluating program tutors, peer advisors, and student assistants
- Support staff development and professional growth among departments
- Resolve conflicts and issues within the department in compliance with collegiality and due process
- Review requests for staff to meet short-term and long-term needs and make recommendations to the Dean of Student Development; assist in the development of job descriptions for new positions
- Maintain an effective working knowledge of computer and related technologies which affect office management including electronic spreadsheets, word processing, data collection, and internet/intranet capabilities
- Participate in the Program Review process
- Organize and preside over staff meetings
- Monitor compliance with state regulation and district regulations
- Be available for day, evening, or weekend assignments
- Other duties as assigned

Knowledge of:

- Higher education in community colleges, including the mission of the California Community Colleges
- Shared governance within the California Community College System
- Local, state, and federal laws governing programs and services; specifically, state laws governing programs
- Varied evaluation procedures for staff and faculty
- Student matriculation
- Budget preparation and control
- Principles and practices of administration, supervision, and training
- Interpersonal skills using tact, patience, and courtesy
- District organization, operations, policies, and objectives
- Computer and related technologies for counseling

Ability to:

- Plan, organize, develop, and evaluate the EOPS/CARE programs
- Develop and modify policies/procedures to meet staff, student and community needs as related to the EOPS/CARE programs
- Communicate effectively, both orally and in writing
- Work effectively with students, faculty, and staff from diverse backgrounds, in order to promote equal access to all divisional programs
- Use strong oral and written communication skills
- Select, train, supervise, and evaluate personnel
- Interpret, apply, and explain rules, regulations, requirements, and restrictions
- Maintain current knowledge of program rules, regulations, requirements, and restrictions
- Analyze situations accurately and adopt effective courses of action
- Plan, organize work, and meet schedules, and deadlines
- Work cooperatively and coordinate projects with other administrators and staff, in order to offer effective services to students
- Evaluate and support faculty and staff recommendations for program improvements and/or new programs
- Develop and control budgets