

College of the Redwoods
Position Description

Position: Director, Special Programs	Position Number:
Department: Student Development	FLSA: Exempt
Reports to: Vice President, Chief Student Services Officer	Salary Grade: 129

Summary

Provides leadership in the district-wide planning, development, implementation, supervision, evaluation, budget and quality control of specially funded programs and services to include EOPS, CARE, CalWORKs and TANF. Works collaboratively with DSPS, Student Development and campus administrators and counseling staff to coordinate the delivery of program services.

Essential Duties and Responsibilities

- Provide administrative leadership and supervision for staff in EOPS, CARE, CalWORKs and TANF.
- Supports the planning and execution of assessment of student and program learning outcomes. Assess the effectiveness of these outcomes. Based upon the outcome of assessment, implement changes the area of responsibility.
- Administer budget planning and development, monitor expenditures, and oversee all budgetary facets of specially funded programs and services.
- Interpret and enforce county, state, and federal policy and legislation governing the administration, regulation and determination of student eligibility for EOPS, CARE, CalWORKs and TANF.
- Oversee the development of operational policies and procedures that are student-centered and meet mandated requirements.
- Coordinates data collection and analysis in support of the District's program planning and review process
- Prepare and submit all mandated program and budget reports, surveys, and applications required by the county, state and federal governments and agencies.
- Oversee the development and implementation of an outreach plan to the community and the area high schools for target student populations.
- Establish and implement a process for systematic program review and the utilization of results and recommendations to strengthen the EOPS, CARE, CalWORKs, and TANF programs.
- Maintains an understanding of current concepts, research and practices pertaining to the areas of responsibility through continued study and participation in professional organizations
- Serve as a resource to administration, faculty and staff in the interpretation of state and federal guidelines for EOPS, CARE, CalWORKs and TANF.
- Oversee the identification fo EOPS, CARE, CalWORKs and TANF recipients, the monitoring of their progress, provision of appropriate services, and tracking of outcomes.
- Develop EOPS and CARE student recruitment strategies and enrollment projections.

- Interface with off-campus agencies including, but not limited to, County social services, private business and industry, and childcare providers.
- Interface with on-campus offices including, but not limited to, DSPP, Upward Bound, CALSOAP, Student Support Services, Student Development, and Financial Aid.
- Meet on a regular basis with other instructional and institutional administrative and management personnel for planning, idea sharing, issue resolutions and operational communications.
- Design and implement staff development for special program staff members.
- Serve as member of Student Services Leadership Team and other campus committees as required.
- Serve as campus evening supervisor on a rotational basis with other administrative personnel.
- Perform other work related duties as assigned.

Qualifications

Knowledge and Skills

Requires a working knowledge of Title V, and related program requirements and limitations. Requires working knowledge of college development theory and student services issues on a community college campus. Requires a fundamental knowledge of federal and California financial aid programs, eligibility and student needs assessment. Requires a working knowledge of office practices, procedures and equipment. Requires outstanding oral and written communication and human relations skills as well as the skills needed to conduct workshops and presentations and to work effectively with staff, faculty, students and administrators. Requires knowledge of budget practices, including budget development, budget monitoring and report writing.

Abilities

Position requires the ability to provide leadership to Student Services and Learning Support Special Programs; to supervise, coordinate and perform the basic tasks associated with the position; to learn, interpret, explain and apply college, state and federal program policies, rules and objectives; to plan, organize and prioritize one's own work and the work of others to meet schedules and timelines; to analyze situations and adopt an effective course of action; to communicate effectively and confidently both orally and in writing; to use a variety of computer software and web based programs as they relate to special programs and administration.

Physical Abilities

Requires the ability to operate a personal keyboard and computer. Requires visual acuity and the ability to read words and numbers. Incumbent must be able to speak and hear sufficiently to communicate in person or over the phone.

Education and Experience

Must meet one of the following qualifications:

- a) Possess the California Community College Credential authorizing administrative service at the community college level
- b) Possess 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
- c) Possess a combination of education and experience that is at least equivalent to the above.

In addition, must have, within the last four years, two years of experience or the equivalent in the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with persons handicapped by educational, language, or social disadvantages, or as a community college EOPS counselor or EOPS coordinator, or have comparable experience in working with disadvantaged clientele.

In addition, shall 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. Experience in federal or California special programs administration. Experience in supervision and budgeting. Sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Licenses and Certificates

Valid California Driver's License.