



# **PALO VERDE COMMUNITY COLLEGE DISTRICT**

## **DIRECTOR OF EOPS/CARE/NextUp**

### **NATURE OF THE POSITION**

Under the supervision of the Dean of Student Services the Director of EOPS/CARE/NextUp plans, organizes, controls and directs the operations and activities of the EOPS/CARE/NextUp programs at multiple campuses and designated locations; develops, prepares and administers the annual preliminary budget for the EOPS, CARE and NextUp programs; provides District leadership in the coordination of school and community based outreach efforts for underrepresented students; ensures that the EOPS, CARE, and NextUp programs are in compliance with State Title 5 and Education Code regulations; trains, supervises and evaluates the performance of assigned counseling faculty and classified personnel. The Director of EOPS/CARE/NextUp is responsible for maximizing student success for program participants through intentionally designed student interventions and advisement.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

1. Plans, organizes, controls, and directs the operations and activities of the EOPS/CARE/NextUp division; trains, supervises and evaluates the performance of assigned counseling faculty and classified personnel; interviews and selects employees and recommend transfers, reassignment, termination and disciplinary actions; develops and schedules counseling faculty and classified personnel assignments; reviews and signs timecards.
2. Plans and conducts a variety professional development, workshops, crisis training and other trainings of EOPS counseling faculty, personnel and EOPS adjunct faculty.
3. Directs and participates in the EOPS outreach and recruitment program and EOPS orientation program.
4. In collaboration with the EOPS Counseling faculty maintains and delivers effective orientation, counseling, guidance services and educational programs to EOPS/CARE/NextUp students.
5. Provides leadership to EOPS personnel in the development and evaluation of Service Area Outcomes for EOPS, CARE, and NextUp student retention and success.
6. Collaborates with other departments and programs, and with public and private agencies serving low-income or disadvantaged groups.
7. Advocates for Student Equity and the promotion of institutional efforts to improve academic success and program completion of underrepresented students.

8. Provides backup services in personal, social and academic counseling to EOPS/CARE/NextUp students in the support or absence of EOPS counseling faculty; refers students to appropriate resources and provide students information regarding social services and community resources.
9. Actively participates in conferences pertinent to EOPS/CARE/NextUp projects and concerns.
10. Initiates and coordinates cultural awareness and enrichment activities and personnel in-service programs designed to provide District-wide support for EOPS/CARE/NextUp students and to promote an inclusive campus climate.
11. Oversees and ensures accuracy of MIS and other State reports including year-end summaries of EOPS/CARE/NextUp program accomplishments; collaborates with the IT department to identify ways to respond to changes in EOPS data elements in the MIS system.
12. Interprets and ensures compliance with Title 5 Regulations and EOPS/CARE/NextUp sections of the Education Code for students, personnel, the EOPS Advisory Committee, the other managers and directors in Student Services, faculty and directors in Academic Affairs, Business Services and the IT department.
13. Provides cross-cultural counseling and mental health support strategies to students from diverse ethnic, language and socio-economic groups in the EOPS/CARE/NextUp student population.
14. Reviews and evaluates transcripts for assigned students program eligibility; assists assigned students with registration.
15. Develops and prepares the annual preliminary budget for the EOPS and CARE programs; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
16. Provides technical expertise, information and assistance to the Dean of Student Services, faculty, and administrators regarding assigned functions; assists in the formulation and development of policies, procedures and programs; makes recommendations to the Chancellor's Office staff regarding the automation of the annual EOPS program plans.
17. Plans, organizes, and implements long and short-term programs and activities designed to develop assigned programs and services.
18. Responsible for assigned reports, and regular evaluation of all areas under direct supervision.
19. Communicates with other administrators, personnel, students, community agencies and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchange information.
20. Participates in local and state activities and outreach events to promote and support the College.
21. Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.
22. Attends, schedules, and conducts a variety of meetings as assigned; serves on committees and serve as an advisor for various student clubs; plans and coordinates special events and ceremonies.

23. Creates a welcoming and inclusive work and educational environment; implements, supports, initiates, and participates in activities to increase the diversity, equity, and promotes a culture of inclusiveness, respect, and belonging; serves as an advocate of diversity, equity, inclusion, accessibility, and culture.
24. Performs other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### KNOWLEDGE OF:

1. Planning, organization and direction of the operations and activities of the EOPS/CARE/NextUp programs.
2. Current Education Code, Title 5 and State and federal financial aid regulations that directly affect EOPS/CARE/NextUp students.
3. Student recruitment, retention and orientation programs that serve traditionally underrepresented students and educationally underprepared students with language, social or economic disadvantages.
4. Planning, budgeting and staffing.
5. Oral and written communication skills.
6. Principles and practices of administration, supervision and training.
7. Applicable laws, codes, regulations, policies and procedures.
8. Interpersonal skills using tact, patience and courtesy.
9. Operation of a computer and assigned software; drive a vehicle to conduct work.

### ABILITY TO:

1. Plan, organize, control and direct the operations and activities of the EOPS/CARE/NextUp programs.
2. Train, supervise and evaluate personnel and counseling faculty in the area(s) of assignment.
3. Work in cooperation with various campus departments and programs in instruction, student services and business services.
4. Organize programs that promote academic success for students from all of the cultures served by EOPS.
5. Provide cross-cultural counseling to students from the diverse ethnic, language and socio-economic groups in the EOPS/CARE/NextUp student population.
6. Advocate successfully for the needs of EOPS/CARE/NextUp students throughout the College community.
7. Work effectively with multiple funding source budgets.
8. Communicate effectively both orally and in writing.
9. Interpret, apply and explain rules, regulations, policies and procedures.
10. Establish and maintain cooperative and effective working relationships with others.
11. Operate a computer and assigned office equipment.
12. Analyze situations accurately and adopt an effective course of action.
13. Meet schedules and timelines.
14. Work independently with little direction.
15. Plan and organize work.

Board Approved: 01/22/2019

Revised: 05/06/2024

Board Approved:05/14/2024

16. Prepare comprehensive narrative and statistical reports.
17. Direct the maintenance of a variety of reports, records and files related to assigned activities.

### **MINIMUM QUALIFICATIONS**

1. Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development or the equivalent from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator's area of assignment.
3. In addition, an EOPS Director hired after October 24, 1987, 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 ethnic minorities or persons 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.
4. In addition, an EOPS director hired after October 24, 1987, shall complete a minimum of six units of college-level coursework predominately relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.
5. Demonstrated sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, gender identity, sexual orientation, disability, and socio-economic backgrounds of students, faculty, administrators, and personnel.

### **PREFERRED QUALIFICATIONS**

1. Doctorate degree from an accredited College or University.
2. Documented work experience with Rising Scholar population or equivalent initiative.
3. Documented work experience with current or former foster youth.
4. Documented work experience in trauma informed counseling programs.

### **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

1. Ability to hold and maintain a valid driver's license.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without reasonable accommodation.
3. This position conducts routine visits to all service locations, including California Department of Corrections and Rehabilitation (CDCR) facilities, Palo Verde College's Needles Center, and local high schools.

## **CLASSIFICATION/SALARY**

1. This is an Educational Administrator position.
2. Row 9 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The District offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

## **PALO VERDE COMMUNITY COLLEGE DISTRICT**

*Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.*