

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, EOPS, CARE, CalWORKs, and FOSTER YOUTH SERVICES

BASIC FUNCTION

Under the supervision of the Dean of Student Support Services or assigned supervisor, the Director of Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), California Work Opportunity and Responsibility to Kids (CalWORKs), and Foster Youth Services has primary responsibility for administering all aspects of these categorically funded programs. The Director will primarily be responsible for selecting and providing advising support to participants, managing and tracking program funds, recordkeeping, implementing project activities, hiring and supervising staff, conducting project evaluations and meeting reporting requirements as may be set locally, statewide, and federally.

REPRESENTATIVE DUTIES

The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plan, lead and administer the EOPS, CARE, CalWORKs, and Foster Youth Services programs. This may require some evenings weekends.
2. Supervise and coordinate the activities of personnel as they identify, recruit, and provide designated services for students within state and local guidelines.
3. Assess the progress and personal development needs of EOPS, CARE, CalWORKs, and Foster Youth Services participants and develop effective assessment, orientation, counseling and educational strategies to address those needs.
4. Provide personal, social and academic counseling services to EOPS, CARE, CalWORKs, and Foster Youth Services students as needed in support of EOPS, CARE, CalWORKs and Foster Youth Services faculty.
5. Coordinates services with college departments and programs including, English as a Second Language (ESL), Tutoring Academic Skills Center (TASC), Disabled Students Programs and Services (DSPS), Financial Aid, and other programs as appropriate.
6. Assist in selecting, hiring, training, supervising, and evaluating program staff.
7. Represent EOPS, CARE, CalWORKs, and Foster Youth Services at school and community events.
8. Maintain accurate records, prepare program reports as required, assess and maintain compliance with all requirements of institutional policies and procedures, state and local legislation and all other applicable regulations.
9. Maintain project budgets and track all financial expenditures.
10. Conduct follow up contacts and a longitudinal study of program graduates.
11. Conduct personal interviews with applicants and their parents for possible admission into the program.
12. Develop and solicit grants and other external funding sources for EOPS, CARE, CalWORKs, and Foster Youth Services and other special outreach and support programs.
13. Provides guidance for internal and external reviews and audits.
14. Perform other assignments, including committee membership, and other responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. State and federal laws and regulations governing related grant activities and California Community

Colleges and applicable District policies and procedures.

2. The mission, role, and student population of California Community Colleges and the Coachella Valley.
3. Student development theory and practice including counseling, advising, financial aid resources, financial literacy, research, and assessment;
4. Supplemental instruction models and tutorial services to support student learning.
5. Strategies and best practices for increasing student retention and college completion;
6. Resources and services that can support students from traditionally disadvantaged background, as well as management and staff professional development opportunities.
7. Effective Interpersonal skills, including the ability to demonstrate tact, patience, and diplomacy in a diverse environment.

Ability to:

1. Build and maintain positive relationships with internal and external stakeholders.;
2. Develop and manage program budget; and assist faculty and staff in developing and implementing strategies that improve student success.
3. Prepare and submit clear, accurate, and timely reports to supervisors and appropriate reporting agencies.
4. Effectively utilize computer technology and relevant software.
5. Communicate clearly and effectively, both orally and in writing.
6. Demonstrate cultural competency, understanding, and sensitivity to the diverse needs of students, particularly those from traditionally disadvantaged backgrounds.
7. Participate in and represent the District at local, regional and national conferences.

EDUCATION AND EXPERIENCE:

Education: Master's degree required in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development AND One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment OR a Bachelor's degree in one of the preceding subjects AND a California License in Marriage, Family and Child Counseling (LMFCC) or equivalent, AND two (2) years of experience in the occupational area of assignment.

PHYSICAL DEMANDS

This is primarily a sedentary office classification although movement between work areas may be required. Must be able to work in a standard office. Must be able to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, or pull light to moderate amounts of weight. Dexterity of hands and fingers to operate computer equipment.

WORKING CONDITIONS

Office environment primarily, outdoors as needed. Constant interruptions. Requires some evening and weekend responsibilities.

EMPLOYMENT STATUS

Educational Administrator
Certificated Leadership Salary Schedule
Range 9

Board Approved October 23, 2015, September 19, 2025
Personnel Management Committee Review: September 11, 2025