



DEAN, EOPS/CARE AND STUDENT DEVELOPMENT

DEPARTMENT: Student Development Services

COLLEGE: De Anza

SALARY GRADE: [A2/A3 - I](#)

POSITION PURPOSE:

Reporting to the Vice President of Student Services, plans and directs the Extended Opportunity Programs & Services (EOPS), and Cooperative Agencies for Resources in Education (CARE) program activities to ensure compliance with state mandates as they pertain to the district; reports pertinent MIS data to the State Chancellor's Office on information requested regarding the EOPS and CARE programs. Directs High School and College Outreach Programs. Oversees Student Affairs, which includes Student Judicial Affairs, policies and procedures on student conduct, student discipline, and due process. Coordinates the work of the Student Grievance Review Board.

NATURE and SCOPE:

This position is responsible for developing the department budget and plan (EOPS/CARE), determining the allocation of funds, and obtaining approval for program plan and budget; hiring and evaluating faculty, staff, and casual employees. Establishing training procedures for new employees.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Administer and oversee the EOPS/CARE program to ensure the execution of intent as mandated in Title 5 regulations. This is done by data collection and documentation through MIS and other verifiable sources culminating in a yearly program plan and budget reports.
2. Implement innovative strategies for the outreach, recruitment, and retention of underrepresented students in order to maintain the college's mission to diversity, access, and success as defined by student goals.
3. Advocate, promote and inform the needs, compliance and issues regarding the EOPS, CARE, and other High School and College Outreach Programs to the college and district through membership on various committees and/or attendance at meetings; represent and promote the interests of Student Development college and district-wide.
4. Oversee Student Activities, which includes Student Government (DASB), policies and procedures on student conduct, student discipline, and due process.
5. Serve as Campus Coordinator for resolving informal complaints of discrimination and sexual harassment;
6. Compile and coordinate Student Equity Mandates.
7. Select, assign, orient, train, supervise, and evaluate the performance of assigned personnel.
8. Prepare and administer budgets; prepare justifications and recommendations; and assure maintenance of documentation.
9. Establish and maintain working relationships with external groups and organizations
10. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage diversity in staffing, curriculum, programs, and services.

11. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
12. Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

1. State Education Code, regulations and mandates as they pertain to the California Community College System.
2. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as EOPS/CARE policies and regulations as per Title 5.
3. Related State and Federal programs and regulations.
4. Personnel management.
5. Participatory governance policies and practices.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Work independently and administrate in a multicultural environment.
3. Communicate effectively both orally and in writing.
4. Proven leadership and management skills.
5. Strong supervisory skills.
6. Public speaking and problem solving skills.
7. Computer skills to access, research and report data and communicate effectively

Education and Experience:

1. Master's degree in Counseling or a related field.
2. One year of administrative experience, formal training, internship or leadership in any related field.

Preferred Qualifications:

1. Two years' experience working with underrepresented populations.
2. Training in conflict resolution.
3. Membership in the California Community College Extended Opportunity Programs & Services Association (CCCEOPSA) and the Association of California Community College Administrators (ACCCA).
4. Experience in the application of multicultural counseling and teaching methodologies and strategies.
5. Experience in the administration of grant-funded programs.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

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