



Office of Human Resources and Equal Opportunity Administrator Job Description

DEAN, EOPS/CARE AND STUDENT DEVELOPMENT

DEPARTMENT: Student Development Services

COLLEGE: De Anza

SALARY GRADE: A2/A3 - K

POSITION PURPOSE:

Under the direction of the Vice President of Student Services, the Dean of Student Development and EOPS provides inclusive, equity-centered leadership that supports the personal growth, wellness, and academic success of a diverse student body. Through oversight of programs such as EOPS, CARE, CalWORKs, NextUp, Guardian Scholars, Student Health Services, and Student Affairs, the Dean champions efforts to ensure students—particularly those facing systemic barriers—have access to the holistic supports they need to thrive.

The Dean fosters collaboration across campus to cultivate a supportive student experience, grounded in dignity, well-being, and community care. In this role, the Dean works closely with staff, faculty, and administrators to advance student-centered practices, ensure regulatory compliance, and contribute to a college culture of equity, safety, and respect.

NATURE and SCOPE:

The Dean of Student Development and EOPS is responsible for setting the strategic agenda, vision and goals for the entire division; developing department budgets and plans for assigned areas; 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.

The dean also interprets, applies and ensures compliance with all applicable federal, state, local and district, rules, laws regulations and policies.

KEY DUTIES and RESPONSIBILITIES:

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

1. Administers and oversees EOPS and NextUp programs to ensure the execution of intent as mandated in Title 5 regulations.
2. Implements 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. Advocates, promotes and informs the needs, compliance and issues regarding the EOPS, CARE, CalWORKs, Foster Youth, Health Services and other Student Service Programs to the college and district through memberships on various committees and/or attendance at meetings; represents and promotes the interests of Student Development college and district-wide.
4. Oversees Student Activities and Student Judicial Affairs, which includes Student Government (DASG), policies and procedures on student conduct, student discipline, and due process.
5. Chairs and oversees the De Anza College Harm Evaluation Assessment and Reduction Team (HEART), which serves as the college's Behavioral Intervention Team to promote student mental health and campus safety, thereby reducing harm and preventing violence on campus. Responds to student mental health concerns, safety threats and other complex and unusual situations as they arise.
6. Oversees the college's Health Services clinic, Mental Health and Wellness programs, Health Education programs and associated budgets and staff.
7. Interprets, applies and ensures compliance with applicable federal, state, local and district laws, rules, regulations and policies to meet program requirements (EOPS, CARE, CalWORKs, NextUp) and avoids liability and legal exposure for the college and district (e.g. Title 5, Title IX, HIPAA and FERPA).

8. Develops and revises policies within assigned areas of responsibility to promote equitable access, remove systemic barriers, and support student success. Reviews and recommends updates to Student Affairs–related FHDA board policies in alignment with district standards and in coordination with senior leadership.
9. Identifies, implements and manages student services technology solutions and information systems for student records, including medical records, student judicial affairs and incident reporting.
10. Serves as Campus Coordinator for informal complaints of discrimination and sexual harassment; working in coordination with the Director of Human Resources, Equity and Compliance to investigate, resolve, and document such complaints.
11. Compiles and coordinates Student Equity Mandates within the Student Development Division.
12. Selects, assigns, orients, trains, supervises, and evaluates the performance of assigned personnel.
13. Prepares and administers budgets; provides justifications and recommendations; and assures maintenance of documentation.
14. Provides leadership to establish and fulfill the goals specified in the college's Strategic Plan, Educational Master Plan, Facilities Master Plan, Technology Master Plan, accreditation documentation, program and budget reviews, division and department budgets, and other planning documentation.
15. Establishes and maintains effective working relationships with external groups and organizations.
16. Responds to inquiries and requests for information regarding processes, policies, procedures and specific programs, services and departments within the Student Development and EOPS Division.
17. Provides consultation regarding personnel, student discipline and other issues to administrative colleagues and members of the senior administrative team.
18. In collaboration with foundation staff, conducts presentations to outside individuals and groups to outline proposals and information for funding/resource requests. Develops project plans and reports on the progress of grant/donor funded projects.
19. Supports, implements, and promotes compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages diversity in staffing, curriculum, programs, and services.
20. Serves as the campus Americans with Disability Act, Title II/504 Coordinator and is responsible for ensuring compliance with the Americans with Disabilities Act as Amended (ADAAA) of 2008, Americans with Disabilities Act Accessibility Guidelines (ADAAG), Title II and 504; ensures timely resolution of Accommodation complaints by reviewing and resolving accessibility issues of campus facilities, programs and services; oversees appeal process.
21. Engages in fundraising activities and compose grant applications to secure additional revenue in support of programs within the Student Development Division to promote student success. Works collaboratively with the FHDA Foundation to secure donor and grant funding. Implements and manages grant and foundation funded programs, services, activities, budgets and staffing.
22. Assures 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.
23. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

1. The mission and governance structure of California Community Colleges and the role of student services in advancing access, equity, and student success.
2. Federal, state, and local laws, regulations, and policies related to student services in higher education, including Title 5, Education Code, FERPA, ADA, and Title IX.
3. State regulations and guidelines governing community colleges and CalWORKs/EOPS/CARE/YESS programs, including Title V, CalWORKs/EOPS implementing guidelines and auditing guidelines.
4. Principles of strategic planning, program evaluation, and use of performance indicators and measurable outcomes in student services.
5. Budget development and fiscal management, including oversight of restricted and general fund allocations.
6. Participatory governance and collaborative decision-making in a diverse institutional environment.
7. Principles and practices of effective leadership, supervision, and staff development within a unionized setting.
8. Information systems and tools used for student records, case management, and communication (e.g., Banner, PeopleSoft, Maxient, Office 365, Google Workspace).
9. Campus safety, student conduct, and behavioral intervention practices in support of a healthy and inclusive campus climate.

10. Interpersonal, oral, and written communication skills to interact effectively with students, employees, and community partners.

Skills and Abilities:

1. Demonstrate 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. Interpret and apply the California Education Code, Title 5, Government Code, and other applicable federal and state regulations related to student services.
3. Develop, implement, and assess strategic plans, programs, and accountability frameworks that promote student engagement, equity, and success.
4. Lead and motivate individuals and teams toward the achievement of service goals, fostering a culture of collaboration, innovation, and continuous improvement.
5. Organize, plan, and evaluate programs and services; analyze outcomes; and prepare clear, data-informed reports and recommendations.
6. Work effectively and collaboratively with students, faculty, staff, administrators, and external stakeholders across diverse and multicultural communities.
7. Communicate effectively in both oral and written forms, including delivering presentations, facilitating discussions, and preparing professional correspondence and reports.
8. Exercise sound judgment, manage sensitive issues with discretion, and resolve conflicts constructively.
9. Organize and prioritize multiple complex projects and tasks while meeting critical deadlines in a dynamic environment.
10. Develop, monitor, and manage complex budgets, allocate resources effectively, and ensure alignment with institutional priorities and fiscal constraints.
11. Present a positive and professional image of the college to internal and external audiences.
12. Facilitate professional development, team-building, and training initiatives that build staff capacity and advance institutional goals.
13. Contribute to institutional advancement efforts, including development of grant proposals and special project applications.

Education and Experience:

1. Master's degree from an accredited college or university in Counseling, Education, Educational Management or a related field.
2. One year of administrative experience, or leadership in a related field.
3. 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.
4. Two years of full-time experience or the equivalent:
 - a. 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,
 - b. As a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.
5. In accordance with **Title 5, Section 56262**, completion of a minimum of **six semester units (or nine quarter units)** of college-level coursework primarily focused on ethnic minorities or individuals disadvantaged by educational, language, or social barriers.

Preferred Qualifications:

1. Experience as an administrator at a community college.
2. Training in conflict resolution.
3. Experience in the application of multicultural counseling and teaching methodologies and strategies.
4. Experience with grant writing and fundraising.
5. Experience managing volatile and/or crisis situations; effectively apply de-escalation techniques in sensitive, challenging, or emotional situations.
6. Experience with overseeing Associated Student groups, student leadership development programs, college life activities, and student judicial affairs.

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.

Date Revised: June 2002; August 2025

Ed Code: H-10

Creditable Service: PERS