



DEAN, STUDENT DEVELOPMENT AND EOPS/CARE

DEPARTMENT: Student Development Services

COLLEGE: De Anza

SALARY GRADE: A2/A3 - K

POSITION PURPOSE:

Reporting to the Vice President of Student Services, Manages, plans and directs the Extended Opportunity Programs & Services (EOPS), and Cooperative Agencies for Resources in Education (CARE) ; Oversees CalWORKS 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, CARE and CalWORKS programs. Coordinates the Guardian Scholars program serving Foster Youth. Oversees The Office of College Life, Student Health Services, Psychological Services, Occupational Training Institute (OTI). Manages and 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. Oversees the Campus Behavioral Intervention Team (HEART). Serves as the college's ADA/504 Compliance Officer and coordinates Campus Title 5 complaints for Unlawful Harassment and Discrimination

NATURE and SCOPE:

This position 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. Interpreting, applying and ensuring 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. 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, CalWORKS, Foster Youth, Health Services and other Student Service 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 and Student Judicial Affairs, which includes Student Government (DASB), policies and procedures on student conduct, student discipline, and due process.
5. Chair and oversee the De Anza College Harm Evaluation Assessment and Reduction Team (HEART) to promote student mental health and campus safety thereby, reducing harm and preventing violence on campus. Respond to student mental health concerns, safety threats and other complex and unusual situations as they arise.
6. Oversee the college's Health Services clinic, Psychological Services and Health Education and Wellness programs, budgets and staff.
7. Interpret, apply and ensure compliance with applicable federal, state, local and district laws, rules, regulations and policies to meet program requirements (EOPS, CARE, CalWORKS, and avoid liability and legal exposure for the college and district. (e.g. Title 5, Title IX, HIPAA and FERPA, etc.). Develop policies where applicable within areas of responsibility. Review and revise Student Affairs related FHDA board policy
8. Identify, implement and manage student services technology solutions and information systems for student records, including medical records, student judicial affairs and incident reporting .
9. Serve as Campus Coordinator for informal complaints of discrimination and sexual harassment; investigate, resolve and document informal complaints.
10. Compile and coordinate Student Equity Mandates within the Student Development Division.
11. Select, assign, orient, train, supervise, and evaluate the performance of assigned personnel.
12. Prepare and administer budgets; prepare justifications and recommendations; and assure maintenance of documentation.
13. Establish and maintain working relationships with external groups and organizations
14. Respond to inquiries and requests for information regarding processes, policies, procedures and specific programs, services and departments within the Student Development and EOPS Division.
15. Provide consultation regarding personnel, student discipline and other issues to administrative colleagues and members of the senior administrative team.
16. In collaboration with foundation staff, conduct presentations to outside individuals and groups to outline proposals and information for funding/resource requests. Develop project plans and report on the progress of grant/donor funded projects.

17. 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.
18. Serve 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; Ensure timely resolution of Accommodation complaints by reviewing and resolving accessibility issues of campus facilities, programs and services; Oversee appeal process.
19. Engage in fundraising activities and compose grant applications to secure additional revenue in support of programs within the Student Development Division to promote student success. Work collaboratively with the FHDA Foundation to secure donor and grant funding. Implement and manage grant and foundation funded programs, services, activities, budgets and staffing.
20. 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.
21. Perform related duties as required.
22. Handle Complex and unusual situations as they arise.

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, laws and regulations.
4. Principles of personnel leadership, management and supervision.
5. Participatory governance policies and practices.
6. Experience in the Administration of categorical and grant-funded programs
7. Knowledge of computer information systems for student records, finance, and human resource management (eg. Banner, Datatel, PeopleSoft, Maxient)
8. Knowledge of computer systems for effective communication and data utilization (eg. MS Word, Excel, PowerPoint, Access, FileMaker Pro, email)
9. Knowledge of campus safety and threat assessment principles and practices
10. Knowledge of Budget management prici

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. Ability to interpret and apply rules, regulations, policies and procedures.
3. Work independently and administrate in a multicultural environment.
4. Team building, decision making and leadership ability
5. Train, assign, supervise, evaluate and develop staff.
6. Ability to problem-solve, handle difficult and sensitive issues and resolve conflicts.
7. Ability to work effectively with campus staff, faculty, administrators, and students in a cooperative, open, and responsive manner.
8. Communicate effectively both orally and in writing.
9. Proven leadership and management skills.
10. Strong supervisory skills.
11. Public speaking and problem solving skills.
12. Computer skills to access, research and report data and communicate effectively

Education and Experience:

1. Master's degree in Counseling, Education, Public Administration or a related field.
2. One year of administrative experience, formal training, internship or leadership in any related field.
3. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and
4. cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
5. Two year's 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.
 - (c) In addition, an EOPS director hired after October 24, 1987, shall have completed a minimum of six units of college-level coursework predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages. (This is required of EOPS Directors in accordance with Title 5, Section 56262)
6. Experience and training in interpreting and implementing federal civil rights laws, regulations and policies, including Title IX.

Preferred Qualifications:

1. Two years' experience working with underrepresented populations.
2. Training in conflict resolution.
3. Experience in the application of multicultural counseling and teaching methodologies and strategies.
4. Experience in the administration of categorical and grant-funded programs and Budgets.

5. Experience with grant writing and fundraising
6. Training in campus safety threat and risk assessment.
7. Community College supervision or management experience.
8. Experience managing volatile and/or crisis situations; Effectively apply de-escalation techniques in sensitive, challenging, or emotional situations.
9. Experience with overseeing Associated Student groups, student leadership development programs and college life activities and student judicial affairs.
10. Knowledge of computer information and data systems related to assigned areas.

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: May 12, 2021

Ed Code: H-10

Creditable Service: STRS