



**DIRECTOR, EOPS,CARE, FOSTER YOUTH
AND HOMELESS STUDENT PROGRAMS**

DEPARTMENT: Student Services

COLLEGE: Foothill

SALARY GRADE: A2/A3 - H

POSITION PURPOSE:

Reporting to the Associate Vice President of Student Services, provides vision, leadership, and administrative oversight for the Extended Opportunity Program & Services (EOPS), Cooperative Agencies Resources for Education (CARE), and Foster Youth & Homeless Student Programs. The Director manages and supervises annual and long-term strategic and budget planning while coordinating very closely with the Advisory Board, Academic and Student Services Deans, District Offices, FHDA Foundation to ensure high-quality student services, instruction, and activities that enhance and support the educational success of the students being served. The Director serves as the point person and spokesperson for the EOPS/CARE and Foster Youth & Homeless Programs.

NATURE and SCOPE:

The position provides vision, direction, coordination, management and organizational leadership to Foothill's EOPS, CARE and Foster Youth and Homeless Student Programs while directing and supporting faculty staff within these programs.

The Director provides a leadership role in creating community partnerships to develop advisory committees and leverage partner resources to support traditionally underserved students as well as acquiring in-kind or cash contributions for specific programs, which also includes fundraising and grant writing.

Using a data-informed, continuous improvement methodology, the Director will collaborate with other deans, directors, and staff to provide direction in strategic planning for student and academic services in support of student performance and program outcomes. This work includes consultative and collaborative engagement with the campus administrators, faculty and staff to develop and implement new initiatives to improve outreach, retention and student engagement and success strategies.

The person in this position is responsible for the preparation and submission of State, and Federal reports for EOPS, CARE, Foster Youth and Homeless Student Programs, grants and special allocations while maintaining college and district compliance with policies and procedures.

KEY DUTIES and RESPONSIBILITIES:

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

1. Provide strategic leadership for all aspects of the EOPS program.
2. Provide oversight and accountability for the fiscal management of budgets. This includes the responsibility to create budget projections aligned to Annual Program Review and strategic budget planning process; to monitor expenditures of assigned funds to meet the program's operational goals; to submit College and State annual budget reports, and to utilize the financial information system to monitor budgets and track expenditures.
3. Provide leadership that ensures the staff and faculty are aware of and adhere to policies and regulations governing the programs, California Education Code, Title 5, and other state categorical funded programs. This includes the skills and abilities to interpret, implement, and monitor federal, state, and FHDA guidelines, policies, and procedures.
4. Provide the annual and long-term tactical vision and direction for programs including strategic goals and objectives, performance metrics, staffing recommendations, facilities, and capital outlay needs.

5. Provide administrative oversight of and direction to the staff, along with direction in collaboration with the Deans, to faculty providing program services, including recruiting, interviewing, hiring, training and evaluating the performance of assigned personnel; provide leadership and training for staff (e.g., classified staff, student workers) to ensure that staff remains aware of and is in compliance with State, District, and College policies and procedures
6. Provide leadership and direction in the design, collection, and analysis of student and program performance metrics, goals, and outcomes. Develop, track success metrics, and implement an enrollment management plan to recruit students and encourage enrollment.
7. Collaborate with Marketing and Outreach on recruitment activities and public relations for the programs including working with Marketing to encourage student recruitment, retention, and student success. Ensure media and collateral are up-to-date including paper, website/pages, and social media
8. Provide direction and oversight, in collaboration with the Marketing Department, to develop informational materials (e.g., brochures, newsletters, handbooks for EOPS) to ensure program needs and performance metrics are met including the recruitment of students, internal communication, and student performance.
9. Work collaboratively campus-wide to provide resources to meet students' needs, remove barriers, support special services and programs to ensure student success. Develop and direct strategic interventions for new and continuing students in struggling to succeed.
10. Provide direction, design, and implementation of innovative strategies for the outreach, recruitment, and retention of underrepresented students in order to maintain the college's equity and inclusion mission of access and success as defined by student goals.
11. Collaborate with the Foundation seeking additional funding through community partners and other campus departments to maximize resources and opportunities.
12. Serve on campus committees and attend meetings that directly impact program students. Lead presentations for campus faculty, students and administrators, to promote and enhance awareness, understanding, sensitivity, and support towards student participants.
13. Provide oversight and leadership of the EOPS Advisory committee.
14. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
15. 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.
16. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. State regulations and guidelines governing community colleges and EOPS/CARE programs, including Title 5, EOPS Implementing Guidelines; and CARE Program and Auditing Guidelines
2. Student services programs and strategies to promote retention and student success.
3. Community College student service programs specializing in socio-economic/educationally disadvantaged and underserved student populations.
4. Budget development, personnel selection and program evaluation.
5. Computer software use and other tech tools.
6. California Chancellor's Office program regulations.
7. California Community College mission, philosophy, and Education Code.
8. District policies and procedures.

9. Principles and practices of higher education organization and structure.
10. Principles of leadership, management, and supervision.
11. General accounting procedures.
12. College programs.
13. Data management computer software; EDE and related software preferred.
14. Local student cultures.
15. Tutorial and other support services.

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. Plan, develop, organize, and direct the EOPS and CARE programs of the District.
3. Develop and manage budgets.
4. Make effective decisions and take independent action.
5. Analyze and evaluate data for a specific use.
6. Interpret and apply rules, regulations, policies, and procedures.
7. Prioritize workload and conflicting demands.
8. Effectively work in a demanding environment.
9. Effectively communicate orally and in writing, with a variety of student, staff and management groups; work cooperatively with others.
10. Analytical ability.
11. Organizational, time management, and problem-solving skills.
12. Presentation skills.
13. Operate standard office machines including a microcomputer.

Education and Experience:

1. Master's degree.
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
3. EOPS State Mandated Qualifications, must have, within the last four (4) years, two (2) 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 historically underserved and socio-economically disadvantaged populations or persons handicapped by language
 - b. Demonstrate the ability to effectively work with persons of diverse socioeconomic, cultural, disability and ethnic backgrounds.
 - c. Completed a minimum of six (6) units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language or social disadvantages.

Preferred Qualifications:

1. Master's degree in Educational Leadership, Business Administration, Counseling or related field.
2. Two years of increasingly responsible experience in serving historically disadvantaged populations in a student services leadership and supervisory capacity.
3. Substantial and current administrative experience in higher education, with experience in a community college setting.
4. Previous supervisory and budgetary experience.
5. Bilingual in Spanish, written and oral.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. Subject to travel to conduct work.

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 Approved: January 2007; Revised: April 2019
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Creditable Service: STRS