THE POSITION

DIRECTOR, EOPS, CARE, and CalWORKs
Job #FCM954

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the college vice president or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the development and provision of appropriate educational and support services to students participating in the EOPS (Extended Opportunity Program) and Services (EOPS), Cooperative Agreements Resources for Education (CARE) and CalWORKs (California Work Opportunity and Responsibility to Kids) programs.

DUTIES AND RESPONSIBILITIES
Duties and responsibilities are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Provide leadership in the administration, organization and development of the college EOPS, CARE, and CalWORKs programs; design program objectives, policies and procedures; assure consistency of objectives, policies and procedures with those of the college and the District; assure compliance with applicable federal, state and local laws and regulations; assure compliance with applicable contract provisions and funding requirements.

Implements and supervise the services provided to EOPS-eligible, CARE-eligible, and CalWORKs-eligible students. Provide leadership and direction for intake processing of students which include program orientation, completion of required county and college documents, student educational plans, and program assessment in accordance with Title 5 governing procedures for EOPS, CARE, and CalWORKs.

Serve as the college EOPS, CARE, and CalWORKs liaison with the California Community Colleges Chancellor’s Office, Region 8, and county social workers; refer participating students to services on and off campus as appropriate; collaborate with other Student Services areas (e.g., Financial Aid Office, DSPS, Assessment, Career Center, Transfer Center) to facilitate student success and transfer; collaborate with the college Financial Aid Office to assign CalWORKs work study to eligible students and place students in jobs on campus.

Develop and prepare the annual preliminary budgets for assigned program plans for EOPS and CalWORKs electronically using the Student Services Automated Reporting for Community Colleges tool (SSARCC); monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.

Maintain communication with District and college staff and various agencies to coordinate program services, exchange information, and refer participating students as appropriate; oversee MIS reporting and communication with District personnel concerning assigned programs; maintain current knowledge of legislation, laws, regulations and technology related to EOPS, CARE, and CalWORKs.

Organize the EOPS, CARE, and CalWORKs advisory committees to establish an effective support system with local business, industry, elementary school, secondary school and four-year university and parent representatives; serve as liaison with local officials from elementary and secondary school districts to establish an effective network system to accurately identify targeted students and coordinate appropriate delivery systems for identified needs.

Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes; classified staff, counseling faculty, and student hourly.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate program operations and activities with other campus programs and services, as appropriate.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, timely manner.

Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students. Perform related duties as assigned.

MINIMUM QUALIFICATIONS
Master’s degree from a regionally accredited institution; AND one year of formal training, internship, or leadership experience reasonable related to the assignment; AND two years of experience, within the last four years, in management or administration of educational private industry programs dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages; OR

Two years of experience, within the last four years, as a community college EOPS counselor or EOPS instructor, or comparable experience in working with disadvantaged clientele; AND completion of at least six semester units of college-level coursework predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

DESI RABLE QUALIFICATIONS
Master’s degree in education, counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development.

Experience in the coordination and supervision of EOPS, CARE, CalWORKs and Foster Youth including program outreach, counseling, peer advising, financial aid, and tutoring.

Working knowledge of Title 5 regulations relating to EOPS, CARE, CalWORKs and Foster Youth.

Experience in managing categorical budgets and grants.

Experience working with students from diverse academic, socioeconomic, cultural, ethnic and language backgrounds. Bilingual in English and Spanish.

SALARY
The initial salary placement range is $96,787 - $122,485 annually, 12-month position, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

APPLICATION PROCEDURE
Reference Job #FCM954 in all correspondence. Download the District Academic Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Application as a complete package. A complete application package MUST include the following:

1. Completed District Academic Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Unofficial AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legitimate transcript. Evaluation of foreign degrees and/or course work are required. See our website at www.nocccd.edu/employment for information regarding evaluation of foreign degrees.
5. Copy of Valid Driver’s License. Must be submitted with application.

Incomplete application packages and/or applications without signatures will not be considered.

Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District
will not return or make photocopies of application materials. Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, July 14, 2014. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. A written exercise related to the assignment may also be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system.

The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Rajen Vurdien is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success.

Fullerton College is a designated Hispanic-Serving Institution authorized under Title V of the Higher Education Act. The College recognizes the value of diversity in the academic environment of students, as well as faculty and staff, in promoting mutual understanding and respect, and in providing suitable role models for students. Fullerton College – Excellence. Elevated.

Fullerton College can be found on the web at www.fullcoll.edu.

NOCCCD – “Greatness. Achieved.”
The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in our continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doﬀoney. The total District budget for 2013-14 was $190 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses. The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.

For further information about the position contact:
Lisa Campbell – Dean, Counseling & Student Development
lcampbell@fullcoll.edu

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