

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, Extended Opportunity Programs and Services (EOPS)	Range: 16 (AC)	Management Schedule
Date Revised:	June 26, 2008	Date Approved:	September 1986

### PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of college Extended Opportunity Programs and Services (EOPS), providing outreach to target populations, and assuring compliance with applicable laws and regulations.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provides leadership in the administration, organization and development of specialized college Extended Opportunity Programs and Services (EOPS), including outreach, counseling, peer advising, financial aid, tutoring, and the Cooperative Agencies Resources for Education (CARE) program; assures implementation and consistency of objectives, policies and procedures with those of the college and the District, and as specified in the annual State project plan; assures compliance with applicable state laws and Title 5 regulations.
2.	Develops and implements plans and policies to facilitate and improve Extended Opportunity Programs and Services, identify and recruit eligible students, and provide specialized activities designed to enhance student academic performance and self-confidence; initiates studies and conducts analyses to assess changing learning support needs and the effectiveness of the activities of programs and services.
3.	Works with the EOPS and CARE Advisory Committees to establish an effective support system with local business, industry, elementary school, secondary school and four-year university and parent representatives; serves as a 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.
4.	Provides information and assistance regarding Extended Opportunity Programs and Services; coordinates the preparation and distribution of program literature.
5.	Maintains communication with District and college staff and various agencies to coordinate program services, exchange information, and refer eligible students; maintains current knowledge of legislation and technology related to programs and services.
6.	Supervises the planning, development and recommendation of new courses; reviews standing courses and recommends the deletion of courses no longer appropriate to the curriculum; maintains current course outlines to accurately reflect the instructional program.
7.	Plans and coordinates services and course offerings; develops and prepares faculty schedules and room assignments; assists in the preparation of the catalogue and class schedules.
8.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.

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9.	Determines appropriate equipment and supplies for assigned programs in accordance with established policies; submits textbook lists and requests for supplementary materials, audiovisual and other resources; monitors and controls inventories.
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
11.	Plans, organizes and arranges appropriate staff development programs and activities for assigned staff; provides orientation for new employees.
12.	Organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
13.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
14.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
15.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
16.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
17.	Performs related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Manager, Extended Opportunity Programs and Services may participate in the development and administration of supplemental grants related to assigned programs.

**WORKING RELATIONSHIPS**

The Manager, Extended Opportunity Programs and Services maintains frequent contact with students, with various college and District personnel, and with representatives from the community and governmental agencies.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship, or leadership experience reasonably related to the assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and

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ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### **Desirable Qualifications**

Possession of a master's degree from a regionally accredited institution 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 Extended Opportunity Programs and Services (EOPS), including program outreach, counseling, peer advising, financial aid, and tutoring.

Working knowledge of Title 5 regulations relating to Extended Opportunity Programs and Services.

Experience in the coordination and supervision of Cooperative Agencies Resources for Education (CARE) program operations.

Experience in managing categorical budgets and grants.

Experience working with students from diverse academic, socioeconomic, cultural and ethnic backgrounds.

Experience working with computer software and other technologies which are utilized in the provision of Extended Opportunity services to students.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of California Education Code and Title 5 requirements related to EOPS program services

Knowledge of educational programs designed to serve individuals with language, social or economic disadvantages

Knowledge of appropriate software and databases

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of record keeping procedures

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of budget preparation and maintenance

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

Ability to communicate with and relate to the unique needs of ethnic minorities or individuals with language, social or economic disadvantages in an efficient and sensitive manner.

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require some off-site duties and activities.

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