

BARSTOW COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

POSITION: SPECIAL PROGRAMS AND SERVICES DIRECTOR

ASSIGNMENT:

Under the direction of the Dean of Student Affairs, provide leadership in the planning, development, implementation, supervision, evaluation, budget and quality control of specially funded programs and services to include CalWORKs/WDC, CARE, DSPS, and EOPS.

REPRESENTATIVE DUTIES:

- ▶ Provide administrative leadership and supervision for staff in CalWORKs/WDC, CARE, DSPS, EOPS.
- ▶ Administer budget planning and development, monitor expenditures, and oversee all budgetary facets of the specially funded programs and services;
- ▶ Interpret and enforce county, state, and federal policy and legislation governing the administration, regulations and determination of student eligibility for each special program;
- ▶ Coordinate the development, implementation, and evaluation of specially funded programs and services;
- ▶ Oversee the development of operational policies and procedures that are student-centered and meet mandated requirements;
- ▶ Prepare and submit all mandated program and budget reports, surveys, and applications required by the county, state and federal governments or agencies;
- ▶ Develop a working relationship with the assigned Program Officers and seek assistance and/or guidance as warranted or needed;
- ▶ Oversee the development and implementation of an outreach plan to the community and the area high schools for target student populations.
- ▶ Direct the development, publication and distribution of all printed material to staff and students concerning special program mandates and guidelines;
- ▶ Establish and implement a process for systematic program review and the utilization of results and recommendations to strengthen the special programs;
- ▶ Serve as a resource to administration, faculty, and staff in the interpretation of state and federal guidelines for special funded programs;
- ▶ Identify CalWORKs, CARE, DSPS, and EOPS recipients, monitor their progress, provide appropriate services, track clients into employment;

- ▶ Coordinate, organize, and facilitate the Job Placement program in meeting the needs of the College's student population;
- ▶ Provide career education information, and resources in job seeking/job retention skills; offer on-campus workshops in writing resumes and job interviewing;
- ▶ Interface with off-campus agencies and employers, including, but not limited to, County social services agencies, private business and industry, and child care providers;
- ▶ Interface with on-campus offices, including the State Employment Development Department, instructors in vocational programs, Cooperative Education/Work Experience instructors, Financial Aid, and child care center;
- ▶ Meet on a regular basis with other instructional and institutional administrative/management personnel for planning, idea sharing, issue resolutions, operational communication, etc.;
- ▶ Design and provide staff development and training for all special program staff members;
- ▶ Serve as a member of the student services management team and other campus committees, as needed;
- ▶ Serve as campus evening supervisor on a rotational basis with other administrative personnel;
- ▶ Perform other work related duties as assigned.

MINIMUM QUALIFICATIONS:

- 1) The minimum qualifications for service as an educational administrator shall be both of the following:
 - a) Possession of a master's degree, **AND**
 - b) One year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment, **OR**
 - c) Possession of a California Community College Supervisor Credential
- 2) Two years experience (within the last 4 years) 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, the applicant shall have completed a minimum of 6 units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language or social disadvantages.
- 3) A demonstrated sensitivity to and an understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- ▶ Knowledge of current issues, regulations and requirement for CalWORKs, EOPS, CARE, and DSPS.
- ▶ Knowledge of supervisory and team management methodology and methods of implementation.
- ▶ Knowledge of circumstances and barriers faced by disadvantaged students and students with disabilities.
- ▶ Knowledge of principles and techniques used in the administration of budget and fiscal planning for specially funded programs.
- ▶ Ability to ensure compliance with all laws, regulations and policies related to specially funded programs.
- ▶ Ability to communicate effectively orally and in writing with diverse constituencies both within and outside the College.
- ▶ Ability to plan and coordinate the most effective use of staff, facilities and resources to achieve successful program goals.
- ▶ Use of microcomputer and related software programs.

WORKING CONDITIONS:

Environment:

Office environment, subject to interruptions.

Physical Abilities:

Dexterity of hands and fingers to operate a computer terminal; hearing and speaking to exchange information and make presentations; sitting for extended periods of time.

CONDITIONS OF EMPLOYMENT:

- ▶ A full-time, 12-month, certificated management position. Indexed to placement on the Administrative and Management Salary Schedule at a Director I level. This position is subject to evening hours and weekends.

Board approved: 07/18/01