

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Director, Extended Opportunity Programs and Services

Job #07-143

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Director, Extended Opportunity Programs and Services (EOPS), Foothill College.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Dean of Student Support Programs and Services, organize, administer, manage, and evaluate the Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) program. Ensure that the college's policies are in agreement with state regulations. Supervise EOPS/CARE faculty, staff, and student employees. Responsible for policy, procedural, supervisory, and budgetary decisions. Evaluate eligibility; award disbursements; and define and articulate program goals, philosophies, and standards. Plan, develop, organize and direct programs in accordance with state and federal regulations to ensure that eligible students receive needed financial and educational assistance. Develop and implement annual funding proposals, program plans, budgets, and final reports for the programs. Develop goals and objectives, staffing recommendations, and capital outlay needs. Manage overall EOPS and CARE budgets and allocation of funds. Supervise monitoring of academic progress for students. Review and approve all student petitions to include professional judgment and need analysis. Work with college staff to develop informational materials such as brochures, newsletters, and handbooks. Review legislation, code, policies, and procedures related to programs. Provide information and interpretation of regulations and guidelines to students, faculty, administration and the community regarding programs and services. Provide leadership and training for staff to ensure that staff remains aware of and familiar with policies and regulations governing programs. Implement innovative strategies for the outreach, recruitment, and retention of underrepresented students. Represent the District at local, regional, and state meetings. Chair the EOPS Advisory committee. 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. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to staff. Maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

MINIMUM QUALIFICATIONS:

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. Master's degree in related field.
3. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
4. Two years experience, or the equivalent, within the last four years, in the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with socio-economically disadvantaged groups.
5. A minimum of 6 units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

PREFERRED QUALIFICATIONS:

1. Counseling experience.
2. Community college experience.
3. Experience with EDE and related software.

Successful candidates will demonstrate the following:

1. Knowledge of state regulations and guidelines governing community colleges and EOPS/CARE programs, including Title V and AB 1725.
2. Knowledge of California Chancellor's Office program regulations.
3. Knowledge of the principles and practices of higher education organization and structure.
4. Knowledge of the principles of leadership, management, and supervision.
5. Knowledge of college programs.
6. Knowledge of data management computer software.
7. Knowledge of tutorial and other support services.
8. Ability to develop and manage budgets.
9. Ability to make effective decisions and take independent action.
10. Ability to analyze and evaluate data for specific use.
11. Ability to interpret and apply rules, regulations, policies and procedures.
12. Ability to prioritize workload and conflicting demands.
13. Ability to effectively communicate orally and in writing, with a variety of student, staff and management groups
14. Ability to provide clear and skilled presentations.

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APPLICATION PACKET:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your 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.
5. Photocopies of all college transcripts.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

Hiring Range: \$80,551-\$84,567

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:
<http://hr.fhda.edu/benefits>

TERMS OF EMPLOYMENT: Full-time, Permanent,
12 months per year.

STARTING DATE: As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>