

Director of Student Services
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION

Definition

Under the direct supervision of the Vice President of Student Services or Designee, the Director of Student Services is responsible for the development, coordination, planning, and supervision of assigned programs for the college, including EOPS, DSPS, CARE, Foster Youth/NextUp, DREAMers and CalWORKS.

Examples of Duties

1. Responsible for the oversight, management, planning, implementation and budget management of the EOP&S, DSPS, CARE, CalWORKs, and related programs at the College. Responsibilities include ensuring requisite services, student success interventions, program intake and orientation, peer mentoring, program-specific instruction, counseling, eligibility, outreach, cultural awareness, retention, transfer assistance, and on-going program maintenance. Identify other program needs and develop services to meet those needs.
2. Recommend policy and procedures for all components related to the EOP&S, DSPS, CARE, CalWORKs, and related programs including, but not limited to student success interventions, program-specific instruction, counseling, eligibility, outreach, cultural awareness, retention, transfer, and on-going program maintenance.
3. Evaluate and monitor MIS, Scheduling and Reporting System and other data for accuracy. Initiate, compile, and maintain all EOPS, DSPS, CARE and CalWORKs related records and data required by the Chancellor's Office and other official regulatory agencies
4. Prepare and monitor administrative budgets and expenditures in consultation with the Vice President of Student Services.
5. Assess student needs and provide support services to respond to those needs.
6. Assist in the design and assessment of institutional research focusing on student outcomes.
7. Responsible for compliance with regulations, and submittal of all annual plans and year-end reports related to EOP&S, DSPS, CARE, CalWORKs, and related programs.

Example of Duties (continued)

8. Monitor and ensure compliance of the EOP&S, DSPS, CARE, CalWORKs, and related programs with Title V of the California Education Code and other relevant state and county regulations.
9. Work closely with faculty chairs, Student Services directors, faculty deans, and other appropriate staff in support of student success and learning.
10. Serve on college and district committees as assigned.
11. Assist the Vice President of Student Services and/or designated administrator, to accomplish the mission and goals of the college and goals of the related areas.
12. Perform other duties as assigned.

Minimum Qualifications

- Master's Degree from an accredited college/university, preferably in Counseling, Guidance, Student Affairs or Educational Psychology.
- Four years of progressively responsible administrative experience or the equivalent in the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominately with ethnic minorities or persons handicapped by language, social or economic disadvantages **or** as a community college EOPS counselor or EOPS instructor or have comparable experience in working with disadvantaged clientele.
- As the designated DSPS Coordinator, must meet the minimum qualifications for a DSPS counselor or instructor set forth in Section 53414 (a) through (d) **OR** meet the minimum qualifications for an educational administrator set forth in Section 53420 **AND** in addition, have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:
 1. Instruction or counseling or both in a higher education program for students with disabilities.
 2. Administration of a program for students with disabilities in an institution of higher education.
 3. Teaching, counseling, or administration in secondary education, working predominantly or exclusively in programs for students with disabilities.
 4. Administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.

- Completion a minimum of six units of college-level course work predominately relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.
- Demonstrated sensitivity to an understanding of the diverse academic socioeconomic culture, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

- Knowledge of EOPS/CARE, DSPS and CalWORKs programs, regulations, and guidelines, including Title V regulations, California Education Code, state and county requirements as pertains to EOPS/CARE, DSPS and CalWORKs.
- Knowledge of college, district, community, and social service referral sources.

Knowledge and Abilities (continued)

- Ability to manage a complex budget, supervise staff, and administer a department.
- Ability to work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services to create and maintain a supportive student-learning environment.
- Ability to comprehend, interpret, and apply complex EOPS, CARE, DSPS and CalWORKs laws, regulations, and procedural guidelines.
- Ability to develop an annual EOPS, CARE, DSPS and CalWORKs calendar and ensure that all requirements and deadlines for services, reports, and applications are met.
- Ability to develop an annual department budget and oversee daily operations for compliance and practical applications.
- Ability to analyze situations and utilize independent judgment.
- Ability to interpret and prepare upon request relevant student data, perform student compliance audits, and perform basic accounting functions to prepare accurate EOPS, CARE, DSPS and CalWORKs reports.
- Ability to communicate effectively both orally and in writing with students, faculty, staff, and community members.
- Ability to direct, train, and coordinate office staff and establish and maintain cooperative working relationships.
- Ability to demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The

ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom-Less than 25 percent = 1

Often – 51-75 percent = 3

Occasional 25-50 percent = 2

Very Frequent – 76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
2	Ability to see for purposes of reading printed matter.
2	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

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