

Director, Extended Opportunity Programs and Services
(EOPS)

South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253574>

Downloaded On: Aug. 23, 2025 11:56am

Posted Feb. 21, 2025, set to expire Jan. 28, 2026

Job Title Director, Extended Opportunity Programs and Services (EOPS)

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Feb. 21, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4842194/director-extended-opportunity-programs-and-services-eops>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on

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the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

SUMMARY DESCRIPTION

Plans, directs, and coordinates the College's Extended Opportunity Programs and Services (EOPS). These Programs can include but are not limited to the following: Cooperative Agencies Resources for Education (CARE), California Work Opportunity, and Responsibility to Kids (CalWORKs), Guardian Scholars (Foster Youth and former Foster Youth), and other related programs. Directs high school and college-level outreach activities to promote the programs and identify potential student-participants.

DISTINGUISHING CAREER FEATURES

The Director of EOPS, CARE, CalWORKs, Guardian Scholars, and NextUp provides integral student services by implementing support to students that gives pathways and opportunities to higher education otherwise may not be possible through traditional enrollment processes. The Director proposes, fundraises, and administers funding for the services and develops internal

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processes for properly allocating resources to students engaged in any or all of the programs in accordance with Title 5 regulations. The Director is a management position, which is part of a comprehensive student services team.

SUPERVISION RECEIVED AND EXERCISED

Supervise EOPS/CARE, CalWORKs, Guardian Scholars, and NextUp office staff to include faculty, classified staff, hourly staff, and student assistants and assist categorical counseling staff as needed.

Management and supervision of program faculty and staff, including participating in the program hiring, evaluation, performance intervention and retention of faculty and staff members in areas of supervision.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

LEADERSHIP

Administers and manages student services programs: EOPS, CARE, CalWORKs, Guardian Scholars, NextUp and other related programs, ensuring they meet California Education Code Title 5 guidelines in recruiting, supporting, and retaining underrepresented students and supporting the College's mission for access and diversity.

Lead or participate in district-wide or College committees, initiatives, teams, or ad hoc groups as assigned.

Provides leadership in offering appropriate services, programs and activities that serve the instructional and student services needs of the educationally and financially disadvantaged students. Establishes best practices for referring participating students to services on and off campus. Collaborates with all student services areas such as, and not limited to, Financial Aid, Disabled Student Programs (DSPS), Associated Students, Student Equity, and Counseling to contribute to student success and student work opportunities.

RELATIONSHIPS

Advocates, promotes, and informs local high schools, other College outreach programs, and student services about the programs and administrative compliance. Participate in workshops,

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meetings, and conferences, at the district, local, regional, and state levels as appropriate to the assigned areas of responsibility. Serves as the College's EOPS, CARE, CalWORKs, Guardian Scholars liaison, NextUp with the California Community Colleges Chancellor's Office, Region 8, and county social workers.

Organizes advisory committees in accordance with the South Orange County Community College District Operating Agreement with local K-12 school districts, businesses, and parent representatives to establish effective networks for identifying targeted students and coordinating delivery systems for identified student needs. Work cooperatively and provide leadership as a member of the college management team consistent with the mission and function of the College and District.

Maintains communication with District and college staff as well as various agencies to coordinate program services, exchange information, and refer participating students. Initiate's communications to pass on trends and new legislation and regulations for working with targeted student populations.

POLICY COMPLIANCE

Responsible for preparing and submitting all appropriate program compliance reports for assigned programs including but not limited to EOPS, CARE, CalWORKs/TANF, Guardian Scholars, and NextUp programs. Ensure program compliance with applicable laws, rules, regulations, and requirements; analyze, interpret, and apply laws and District policies and procedures. Supervise the preparation and submission of timely and accurate applicable reports to meet college, state, and federal requirements.

Recommend policy and procedures for all components related to the EOPS/CARE, CalWORKs, and Guardian Scholars programs including, but not limited to, program-specific instruction, counseling, eligibility, outreach, cultural awareness, retention, transfer, and on-going program maintenance. Develop new services and programs for the department in compliance with state and local policies and guidelines to expand and increase services to students.

ORGANIZATION

Manages, researches, and maintains budgets for assigned programs; prepares budgets forecast of funds; administers approved budgets and directs preparation and maintenance of detailed and comprehensive reports, records, and files supporting program operations and activities. Monitors and approves program expenditures, responsible for the reporting and accounting for categorical program funds. Coordinate the preparation, submission and administration of assigned student

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support services operating budgets and grants. Coordinates program resources requests.

Learns and applies up-to-date knowledge of college curriculum, instructional methods, online services/resources, and technologies when working with committees and students. Serve as the lead on Program Review, Student Learning Outcomes for Student Services Programs.

Coordinate the development of programmatic publications and promotions.

Develop, implement, and evaluate assigned student support programs and planning strategies, integrating planning with budgeting.

Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

KNOWLEDGE OF:

The position requires specialized professional knowledge of the principles and audiences for Title 5 funded student-centered programs, including program development and evaluation, budget management, and compliance with local, state, and federal laws, regulations, policies, and procedures.

Requires working knowledge of college development theory and student services issues on a community college campus.

Requires a working knowledge of federal and California financial aid programs, eligibility, and student needs assessment.

Requires specialized knowledge of and skill at developing and implementing a plan of accountability for EOPS, CARE, CalWORKs, Guardian Scholars, and related categorical programs, especially as related to state regulations.

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Requires knowledge of best practices on supervisory, performance management, team building practices and ability to work effectively as a member of the administration team.

Requires working knowledge of and skills at assessing, understanding, articulating, and evaluating information technology needs, and solutions to support these areas of responsibility, evidence of experience and training in the utilization of technology in administrative practice.

Requires well-developed oral and written language skills to prepare reports and professional correspondence and evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.

Requires well-developed human relations skills to initiate contact and develop work relationships with educators, agencies, and students, conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

Requires knowledge of college, district, community, and social service referral sources.

Evidence of sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural, disability, sexual orientation and needs of community college students.

Previous experience in the management or coordination of educational programs, community organizations, government programs or private industry, which serves predominantly individuals from disproportionately impacted backgrounds.

ABILITY TO:

Requires the ability to perform the essential responsibilities of the position.

Requires the ability to develop program and customer service standards and measurable outcomes.

Manage and provide leadership in the development of program reviews and student learning outcomes of programs assigned.

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Requires the ability to learn, interpret, ensure compliance, and apply State Education Code, Government Code, Title 5, and other federal and state regulations as related to the responsibilities of the position.

Requires the ability to develop and administer budgets.

Requires understanding of sensitivity to and commitment to meeting the needs of individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

Requires the ability to work collaboratively and productively with internal and external constituencies to identify and recruit students, enhance student engagement and retention, and success.

Requires the ability to advocate for the programs supervise and support the core values of the College. Requires the ability to communicate effectively both orally and in writing with students, faculty, staff, and community members.

Requires the ability to direct, train, and coordinate office staff and establish and maintain cooperative working relationships.

SPECIAL QUALIFICATION:

Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

EXPERIENCE AND EDUCATION:

Must meet the requirements under California Code of Regulations (a) and (b) AND (c) for an EOPS Director under Title 5 Regulations as follows:

(a) Possess a master's degree from an accredited institution and one year of formal training, internship, or leadership experience reasonably related to the assignment which may but need not be concurrent with the required full-time service OR possess the California Community College Supervisory Credential OR have a combination of education and experience that is at least equivalent to the above.

(b) Within the last four years, two years of full-time experience or the equivalent 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

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persons handicapped by language, social or economic disadvantages; OR two years-experience as a community college EOPS counselor or EOPS instructor; OR have comparable experience in working with disadvantaged clientele.

(c) Must have completed a minimum of six units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how these factors relate to the need for equity minded practices within an educational environment.

LICENSES AND CERTIFICATES, AND/OR OTHER REQUIREMENTS:

Valid driver's license or ID required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here represent those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Work is performed in a standard office setting with frequent on and off campus meetings and assignments, including those to local high schools and community events and sites.

Position requires flexible hours including evenings, weekends, and occasional holiday community/college outreach events. Duties are typically performed at a desk or computer terminal, however, will frequently also be performed at off campus temporary indoor and outdoor sites utilizing telephone and remote computer systems and laptops. The position is subject to noise from office equipment operation; frequent interruptions and contact in person, via email and on the telephone with students, academic, management and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort. Incumbent must be able to commute to off campus outreach sites.

Physical Demands:

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Incumbents regularly stand or sit for prolonged periods of time; walk on and off campus pulling lightweight portable luggage carriers with supplies, for short distances on a regular basis; travel via personal automobile to various in- door and out-door locations to attend meetings and conduct work; occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight; operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; verbally communicate clearly and distinctly to exchange information; see in the normal visual range with or without correction; hear in the normal audio range with or without correction.

Supplemental Information

District Management Team Salary Schedule - Range 17

Initial Screening Date: March 11, 2025

Required Documents: Resume and Cover Letter

Applications missing the required documents will not be considered.

Hours Per Week: 40

Months: 12

Special COVID-19 Notice:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community

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College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

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If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide

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mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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